

**ANNEXURE 1**  
**HOUSE RULES**

House Rules for the Client to adopt to ensure all the other residences/housemates may enjoy a clean, safe, comfortable and peaceful environment. All Client are to be CONSIDERATE and act RESPONSIBLY. Unit comes as- is basis.

**Rental Payment & Conditions**

Ack. By Client: \_\_\_\_\_

Payment of RENTAL is payable BEFORE the 3<sup>rd</sup> of Each Calendar Month. Late payment will be subjected to be several reminders:



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- Invoice Sent via Email or Whatsapp Reminder – Before the 1<sup>st</sup> (usually on the 25<sup>th</sup> of prior month); 1-3x Whatsapp/SMS/Call Reminder

The Owner/Landlord/Owner's Agent/Landlord's Agent reserves the right to with immediate effect, to unilaterally revoke the tenancy contract, and/or vacate the room (with or without refund - full or partial of the Deposit Rental), if Client found to misbehave, deem unsuitable fit, cause nuisance/public annoyance, abusive (verbally and in action towards other Client and company employee), provide false information, violation of any of the house/building rules and/or defaults exceeding 7 days. License will be terminated by the 15<sup>th</sup> of the month and legal action will be employed accordingly. All Client are bounded by the terms and conditions stipulated in the Room Rental Tenancy Agreement.

**Moving Out & Refundable Deposits**

Ack. By Client: \_\_\_\_\_

Client must restore the room to its original cleaned condition, as per move out instruction. Site inspection and refund of deposit will be refunded as per agreement at the end of the tenancy tenure.

Any damages found during the physical site inspection would be documented and 2x up cost will be charged to Client's account.

Rental will be prorated for the moving out month, taking into account the date in which Client returns the unit to the management in its original state at the end of the tenancy period.

Remaining Deposit is returned within 1 month or upon Client account reconciliation is completed.



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**Personal Hygiene & Responsibility**

Ack. By Client: \_\_\_\_\_

Smoking/Vaping indoors is Strictly Prohibited by the Laws of the Country, and of the Building, with Violation may be reported directly to the Building Management or/and to the Ministry of Health (MHA).

Personal Dustbin: Each Room will be assigned personal bins. Only use your own dustbin, dispose of waste properly.

Air Cond Usage (if any): No Wastage. Utilities are monitored. Switch off when not in room. Fair usage applies. All Client are to clean their own Air Cond filter 2x/month to avoid clogging.

WiFi - Wifi is provided Free. Strictly NO CABLING. Strictly NO TORRENT (Violation of Internet Provider Terms).

Quiet Hours are from 11pm-8am. Be mindful of the other Client. Opening/Closing DOORS quietly.

Client are responsible for safe keeping their own personal belongings. The Owner/Landlord/Owner's Agent/Landlord's Agent does not take responsibility for any losses/damage of personal items.

Use your own utensils, plates/bowls/pots/pans/utensils etc.

All Client are expected to keep their own room clean. You may use the vacuum cleaner/mop/broom which belongs to the unit.

Lock room doors from the OUTSIDE of the room to prevent locking keys in room.

Client who misplace/lost their keys/access cards will be charged accordingly for the dispatch services involved, charges may vary depending on provider. Client are advised to always keep a spare key separately (in office, car etc). Lead-time for lost/forgotten access based on availability (NOT part of the management service) of dispatch and providers. Forget Keys/Cards: RM50-80/time (Office Hours), RM80-150 (after office hours, depending on dispatch). Lost Keys: RM80/key. Lost Cards: Client will need authorization letter in order to self-replace the cards from the building management and make the necessary payments to building management, and provide to the Owner the serial number of the new card.

Client must not bring any pets into the house.

Car park rental is based on availability basis and follows the tenure of the room tenancy.

Illegal activities and items, such as drugs/flammable items, are STRICTLY prohibited in the house.



#### Common Areas & Responsibility

Ack. By Client: \_\_\_\_\_

**Kitchen Sink:** Wash ALL own dishes/utensils immediately after each use. Items in sink may be disposed by cleaners for the comfort of other Client. Charges apply.

**Cooking Area:** To be cleaned after EVERY USE. Light Cooking only. No durians/food/sambal/items with heavy repulsive smell.

**Refuse Chambers:** Throw away rubbish daily at the Refuse Chambers located on each floor.

**Fridge:** Be responsible, leave space for others, dispose of old items. Should the cleaners find rotting food/complains from others, cleaning charges will apply. Consume own food only, label if needed.

**Washing Machine:** Clothes must be removed from washing machine within reasonable time after wash (about 1 hour). Else the clothes may be relocated to a proper common area as mutually decided by the other Client. **Drying Area:** Drying area/Drying racks is only for drying clothes. Please remove your clothes within a max of 48 hours (2 days) to provide space for others.

**Shoe Racks:** All shoes to be kept on rack. Organize and leaves space for others accordingly.

**Bathroom:** Client are to keep the bathroom clean and tidy. Items on racks, flush and remove hair after shower.

#### Building Management Regulations

Ack. By Client: \_\_\_\_\_

All visitors are subjected to the same House Rules & Terms of the License Agreement, and also the Regulations/By-Laws. Visitors cannot stay overnight. Any violations of the house rules by the Client are a violation of house rules by the Client.

Client must not do anything that is a nuisance to other neighbors.

**Termination of License by the Owner.** The Owner reserves the right to unilaterally terminate the Client agreement, and/or vacate the room (with or without refund at full or partial of the Deposit Rental), if Client is found to have misbehaved, including in violation of house/building rules.

Adhere to the Rules & Regulations from the Building Management office. Feedback regarding building, please report directly to Building Management Office.

#### Feedback & Damages

Ack. By Client: \_\_\_\_\_

On other Client: Fill up complain form/send feedback to management or it's agent. Lead-time at

On damaged items/faulty items: Fill up complain form/send feedback to management or it's agent. Electrical items warranty: 2 - 4 weeks.

Internet: Client to follow the Self-Help Internet feedback steps and lodge the complaint to the Internet Provider.

**Fix up on Damages:** Client must not move or damage any furniture, fixtures or equipment in the premise. Damages will be charged accordingly. Maintenance of the premise common area due to normal wear/tear (excluding licensed rooms) shall be borne by the Owner upon verification. However, if the damage is caused by the Client, inclusive of the furniture and equipment in the premise, Client shall be borne to the cost of repair/replacement. The Owner shall be authorized to enter and perform fix up & maintenance services on the premise as well as the room, in the case of emergency or to initiate repairs only after giving the Client 24-hour advance notice prior to entering Client's room. All services requested which is outside the duties of the property manager will be charged to the Client accordingly.

All reports on malfunctioning items in the premise will need to be accompanied by clear pictures & video evidences. Reports are to be made to the CE. Respond by CE to be in 48 hours. Repairs timeline will be based on reasonable time by 3rd party contractors/manufacturers.

Feedback regarding building (guards, visitors carpark, rules & public facilities, charges, moving in/out procedure, postal/postal, etc) please report directly to Building Management Office.

Signature by the Client/Representative,

Name: M

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