

## ANNEX A

First JRAC Partnership Co.  
7 Gil Puyat Avenue cor. Marconi Street  
Brgy. Palanan, Makati City

### HOUSE RULES AND GUIDELINES

#### I. General Guidelines

1. Be considerate to others.
2. No smoking inside the rooms and in the building premises.
3. Keep the place clean at all times.
4. Conserve water and energy.
5. Keep your RFID access card properly. Do not lend it to others.
6. Take good care of appliances and furniture in the premises.
7. Pets are not allowed.
8. Garbage bins are provided at the ground floor. Please bag your trash properly and bring down the ground floor.
9. **Please settle your monthly rental payments on time to avoid penalty.**
10. **A memo/ warning will be issued for any violation.** Accumulating three warnings can be considered grounds for pre-termination of contract and forfeiture of the security deposit, upon deliberation of the management.
11. **Rooms have own sub meters for water and electricity.** For Quadruple sharing rooms, water is included in rent but electricity will be based on the submeter and divided among occupants. For private and double rooms, water & elec will be based on submeters and divided among occupants in the room.
12. **Visitors Policy**
  - For **Quadruple sharing rooms**: No visitors allowed inside the rooms and residential floors. You may only entertain guests in the ground floor. Seating area will be provided.
  - **Double sharing rooms**: No visitors allowed inside the rooms and residential floors. You may only entertain guests in the ground floor. Seating area will be provided.
  - **Private rooms**: Visitors are allowed inside the rooms. However, overnight stays are not allowed.
- 13A. **Delivery of Laundry/Mineral Water**
  - Please be reminded to label your laundry bag and mineral water jug with your name and room number for proper identification and to help avoid any issues when claiming them in the future.
- 13B. **Delivery of Laundry/Mineral Water/Parcels/Packages**
  - Please note that these services are handled directly by the respective service providers (water/laundry) or delivery personnel, and any payment should be settled personally and directly with them. The management and security personnel are not authorized to receive, hold, or collect any cash payments related to these transactions. A rack will be set up where the delivery riders can leave your packages.
- 13C. **Procedure for Claiming Food, Parcels, and Packages from Online Shops with the Guard on Duty**
  - A. To maintain an organized and accurate record, all tenants are required to log their parcels in the lobby logbook every time they claim a package. Please make sure to provide the claimed date(MM/DD/YY) and tracking number of parcel claimed.

B. When claiming your package, kindly double-check that the tracking number indicated on the parcel matches the tracking number shown on your online shopping platform (Shopee, Lazada, TikTok Shop, Shein, Temu, Amazon, etc.) and matches the entry you will write in the logbook. This helps ensure that each parcel is released to the correct recipient.

C. Please be reminded that failure to claim immediately and log your claimed parcel, the guard on duty and the management will not be held liable for any misclaimed or missing parcels.

D. Additionally, If your delivery rider has already confirmed that your parcel has arrived and is in the lobby, we kindly request that you claim it within the same day of arrival, whenever you are available.

E. Moreover, if the guard on duty is temporarily not present when you arrive to claim your parcel, we respectfully ask that you wait for assistance before taking the package.

## **II. Within the premises/ Common areas**

1. No smoking.
2. No drinking of any alcoholic beverages.
3. No males allowed in female floors while no females allowed in male floors.
4. No solicitation.
5. Take good care of your rfid card. For everyone's safety, keep it properly and do not lend it to others. In case of lost rfid card, please report to the administration immediately. A fine of 1,000 pesos will be charged for the replacement.
6. Make sure to lock the main door and security door behind you when you go in.
7. Tenants are expected to wear decent attire when moving around the common areas.
8. No part of the common areas shall be used for any temporary or permanent storage.

## **III. Rooms**

1. Always keep the rooms clean.
2. Make sure your beds are made up neatly in consideration of your roommates. Keep your shared spaces organized.
3. Respect your roommates and other people in the dorm.
4. Conserve electricity. Please turn off lights when not in use.
5. The administration reserves the right to inspect the rooms. The designated administrative officer can check if cleanliness and order are maintained in the quadruple and double sharing room. Please make sure to always lock your valuables in your closet.
6. For fire prevention, please make sure to unplug any electronic devices/ appliances when leaving the premises. The use of extension cords is not allowed.
7. For quadruple sharing rooms, please do not bring food and drinks to your room to prevent infestation of cockroaches and rats. There is a shared dining room per floor.
8. Transferring of room or bed without approval of the management is not allowed.

9. All rooms shall be used exclusively for residential purposes. It is not permitted to be used for any business or commercial activity.
10. Tenants are not permitted to bring in to the room any flammable or combustible fluids or material.
11. Tenants are not permitted to any unlawful act or practice inside the premises.
12. Private gatherings inside the room are not allowed.
13. Cooking is not allowed inside the room.
14. Any laundry or clothesline is not allowed to be installed inside the room.
15. There shall be no permanent alterations inside the rooms. No drilling of holes in the walls. Damages will be charged to the tenant.
16. No hanging of clothes in the windows.
17. Windows should not be covered with any paper, foil or paint.
18. No smoking inside the room.
19. The cleaning and upkeep of the rooms shall be the tenants' responsibility.
20. Repairs for any damages caused by the tenants due to misuse should be shouldered by the tenant.
21. Always observe fire safety.
22. Bringing in of appliances are prohibited inside the quadruple sharing rooms: refrigerator, microwave, toaster, electric kettle, stove and rice cooker. The Administration is allowed to penalize and confiscate if caught.

#### **IV. Toilet & Bath**

1. Please clean up after using the shower. Remove fallen hair to avoid drain blockage.
2. Please be mindful of other tenants while using the shower and toilet.
3. Make sure to close shower and toilet doors when in use.
4. Bring your own tissue paper for your personal use.
5. Make sure to flush the toilet and wipe the toilet seat after using.
6. Please throw sanitary or paper products in the trash can provided in each cubicle. Do not throw them in the toilet bowls.
7. Do not leave your toiletries in shared shower stalls.
8. Conserve water. Make sure all faucets and showers are properly turned off after use. Please report any leaks to the management immediately.
9. There shall be no permanent alterations inside the shared bathrooms or private T&B. No drilling of holes in the walls. Damages will be charged to the tenant.
10. Washing and hanging of clothes in the common CR are not allowed. There are nearby laundry services that offer delivery services, which you may use.
11. Hanging of clothes or undergarments on the racks or inside the cubicles is not permitted.

#### **V. Common Kitchen/ Dining Area**

1. Clean the table after eating.
- 2.A. Do not leave any used plates or utensils in the sink or kitchen counter. Make sure to wash them immediately after use.
- 2.B. No food/food debris in sink. All food waste must be disposed in trash bins.
3. Please take good care of the electric appliances available for common use.
4. When using the refrigerator to store food, please label your items properly with your name. Make sure that you do not leave items to spoil in the refrigerator.

The administration reserves the right to dispose any items/products that have gone bad or are not properly stored. The administration is not responsible for the safekeeping of your own food in the refrigerator.

5. Please be informed that the maintenance staff will defrost the refrigerator every other Saturday. Kindly ensure that you check and secure your stored goods in the refrigerator beforehand.

6. To conserve electricity, please make sure to close the refrigerator properly after use.

7. Please throw your trash properly in the waste bins provided.

8. Make sure to turn off the faucet properly after use. Please report any leaks to the management.

9. As a safety measure, tenants are not allowed to cook. Reheating of food in the microwave oven is allowed.

**VI. Monthly Rental Payments**

1. Payments are made every month through authorized means as specified by the administration. We do not accept cash payments. All payments made should be online or through bank deposits only. (Bank: BDO or BPI)

2. A first warning is given if fail to pay after 1 day of your due date. Any delayed payments after the first warning will be charged a daily penalty of PhP 50.00 per day.

3. A second warning is given if you fail to pay after 3 days of your due date.

4. You will be requested to vacate the dorm after 2 warnings or 5 days after the payment due date. Your security deposit will be forfeited in this case.

**5. If you will not be able to fulfill your contract, your security deposit will be forfeited.**

**VII. RFID**

1. All registered tenants shall be issued an RFID card by the administration office.

2. The RFID card should always be with the tenant upon entering and exiting.

3. Transfer of use of the RFID card to other tenants or guests is not allowed.

4. The administration has the right to deactivate the RFID access of the tenant due to delinquent payment of rent or billings charged to the unit.

I have read and understood the rules and guidelines listed above. I agree to follow them to the best of my abilities, and I understand that failure to do so, given necessary warnings, can be grounds for pre-termination of my contract.

LESSEE:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date(MM/DD/YR)

First JRAC Partnership Co.  
LESSOR  
Represented by:

\_\_\_\_\_  
Joanne Ong