



Shared accommodation additional Policy

Update in May 2014

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To maintain a clean, safe and respectable shared accommodation environment is the common goal for all the residents. To achieve it, the following policies shall be followed strictly

1. **Stove:** turn off the stove before you leave it unattended.
2. **BBQ:** NO any format BBQ is allowed to prevent any fire hazard.
3. **Smoking:** is strictly forbidden in/outside the premise and/or within property line, your visitors included. Any violation shall lead to lease termination immediately.
4. **Pet:** It is not allowed to have any pet at this accommodation. No one is allowed to have any excuse to bring in any pet into this accommodation for any length of time.
5. **Party:** Any sort of party is not allowed unless you get approval in writing from office **TWO weeks in advance.**
6. **Quiet hours:** are between **11:00pm and 8:00am.** Including weekends.
7. **Guests:** No any format of sleeping-over or overnight guest permitted. The entire guest must leave before the quite hours, included weekends.
8. **Emergency:** Call 911 right away if any emergency happens (fire, flooding, etc) to ensure prompt action.
9. **Housekeeping:** You are responsible for your own room housekeeping. Common area cleaning refers to “i-clean” program/policy.
10. **Personal belongings:** All your belongings need to be strictly kept inside your room. Anything outside your room (in house or in yard) shall be regarded garbage & to be thrown away without notice. The common area and yard are NOT your free storage space.
11. **Permission first:** As general share accommodation etiquette, don't not use others people stuff unless you absolutely have to and even so, make sure to ask for permission first.
12. **On-site manger:** Oversees the compliance of the policies on-site with your support to ensure that everyone enjoys the stay.

Any 1st offense to the above items shall lead to lease termination immediately or \$500.00 fine. A repeat offense shall lead to the lease termination/eviction immediately.