



106 Adderley Street  
Cape Town, 8000  
South Africa  
Tel 021 422 1986  
[www.106adderley.co.za](http://www.106adderley.co.za)  
[info@106adderley.co.za](mailto:info@106adderley.co.za)  
VAT: 4700268669  
REGISTRATION NUMBER: 2006/127309/23

## **Welcome to 106 Adderley**

The management and staff of 106 Adderley would like to welcome you to your new home, and we look forward to being of service to you during your tenancy.

To assist you, we have compiled a welcome package which will help explain what you can expect from us, as well as your responsibilities as a tenant. We trust you will find the information in this package useful, informative, and easy to understand. Herewith the services that is available to you:

- **UNCAPPED WIFI**  
This is available in all rooms and public places at no extra cost to you.
- **DSTV (Pre-Selected)**  
This is available in all rooms at no extra cost to you.
- **LAUNDRY FACILITIES**  
The laundry room is on the 4<sup>th</sup> floor. You can access the room via the fingerprint biometric system we have installed. We have washing machines and tumble dryers for your perusal which are coin operated. Please note that this is a self-service facility.
- **ELECTRICITY**  
All rooms have been installed with a prepaid meter for your convenience. Only the lights and plug points are connected to this. When purchasing electricity at the local grocery store, please present your meter number when doing so. Electricity units can also be purchased online (see attached).  
**SHOULD A FAULT OCCUR:**  
Should your electricity not be working, please check your fuse box to ensure that your electricity has not tripped. All the switches in your fuse box should be in the ON position, if not, please flip the switches to the ON position. If the problem persists, please report it to us immediately and we will attend to it.
- **REFUSE REMOVAL**  
We have a general refuse area at the back stairway of each floor where you can dispose of your waste at any given time. Please ensure you use the bins provided as this will reduce the risk of getting rodents in the building.

With this welcome pack, we have also supplied the House Rules document. Please ensure you read and understand this document. When done, please initial each page of the house rules and sign and date the last page and hand this in at the office with your checklists.

If you have any queries or require any clarity, please do not hesitate to contact us and we will gladly assist.



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## **IMPORTANT INFORMATION**

- We have attached an inventory and maintenance checklist for your perusal. Please can you ensure that you complete these lists and return it to us during office hours, 08h00 – 16h00, within 48 hours of taking up residency. Should we not receive your completed lists, we will take it as all is ok in your room and there are no issues that we should be aware of.
- You are allowed 4 free sleepover per month. All sleepover requests can only be arranged via the following channel:  
WhatsApp or Text Message – anytime from 08h00 – 21h00  
All requests should be arranged before 21h00 on the day, no requests will be accepted after this time. Please see emergency numbers below for contact details.
- Should you require any additional sleepover nights, there will be a charge of R300.00 per night. As above, this should also be pre-arranged. Once this is done, this is payable at the office during office hours or at the front desk security after hours.

## **EMERGENCY NUMBERS**

- **General Enquiries, Maintenance Issues, Sleepover Requests and Emergencies**

<u>After Hours</u>	Front desk
<u>Email:</u>	info@106adderley.co.za
<u>Contact Number:</u>	+27 21 422 1986 (during office hours only)
<u>Sleepover Number:</u>	+27 67 745 2310

- **Police**  
Contact Number (landline): +27 21 467 8000  
Contact Number (mobile phone): 112 (tollfree)
- **Ambulance**  
Contact Number: 10177
- **Crime Stop**  
Contact Number: +27 86 001 0111
- **Netcare Christiaan Barnard Memorial Hospital**  
Contact Number: +27 21 441 0000
- **Cape Town Mediclinic**  
Contact Number: +27 21 464 5500



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## **HOUSE RULES**

### **Building, Common Areas and Rooms**

- Always keep your room clean and tidy.
- Keep the bathrooms and kitchens clean.
- Stale, uneaten or waste foods must be discarded immediately in the bins provided in your room. Your room bin must always be emptied in the bins at the refuse areas.
- Rooms may be inspected twice a month.
- Should we find that the state of your room is a potential health hazard, you will be informed to clean your room. Should you consistently keep your room in such a state, arrangements will be made for your room to be cleaned and all costs involved for this service will be for your own account.
- Please ensure that prior to vacating your room for weekends, vacations, or any reason whatsoever, your room is cleaned, and all food stuffs are disposed of.
- Bed linen should be changed and washed on a weekly basis. If we supply the bedding and towels, this will be exchanged for fresh ones on a weekly basis when your room is being serviced by Housekeeping.
- The furniture and fittings that are provided in your room, may not be removed by you. This can only be done when repairs or maintenance is being done by one of our staff members.
- Clothes or other items may not be hung from the windows of the building. Should we find that this is being done, a fine will be imposed by management.
- Laundry should only be done in the laundry room provided on the 4<sup>th</sup> floor, not in the apartments.
- No graffiti, damages or littering is allowed in the common areas of the building as well as your room.
- Toilets (in your room or public area) must not be used for the disposal of any foreign objects. Only toilet paper may be flushed down the toilets.

### **Residential Floor Access**

- Residents are to ensure that they close the security entrance door properly behind them, so that no unauthorized person/s can enter the floor behind them.
- Unaccompanied persons will be asked to leave the residential floors immediately and will be reported to security and management.
- All residents will enter and exit the building via the main security entrance leading onto Adderley Street.



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### **Security and Safety**

- The company and its employees cannot be held responsible for any losses that may occur whilst residing in our building. Please ensure you always keep your room locked.
- The key to your room must never be given or lent to any other person.
- It is important that you take good care not to leave your keys in a place that they could be stolen or lost.
- The issuing of lost keys will be for your own account and will be payable before another key is issued to you. The approximate turn-around time for a replacement key is 36 hours.
- Tampering with any security or fire equipment is a serious offence and is strictly forbidden. Should we find that you have tampered with the security and/or fire equipment in any way, this will result in disciplinary action and a fine of R2000.00. This could also lead to possible legal prosecution.
- The use of candles, oil lamps, incense or anything that produces a naked flame, is a potential fire hazard and therefore strictly forbidden to be used in your room or any areas of the building.
- We reserve the right to search all bags (yourself and your visitors) and rooms at any time. Should we find any firearms, weapons, drugs or any illegal substance, this will be confiscated.
- A fine of R500.00 will be imposed for each transgression mentioned in this document, unless stated otherwise.

### **Visitors**

- In Single apartment 2 visitors are allowed (external/internal).
- In a sharing apartment each occupant is allowed one visitor internal or external.
- You will be required to accompany all visitors whilst on the premises.
- No visitors can remain in the building without your presence. Should you leave the building, your visitors will be required to leave the building as well.
- Visitors are welcome, provided they comply to the house rules.
- You will be fully responsible and financially liable for any damages caused by your visitor/s.
- Visitors are allowed in the building from 09h00 to 23h00
- Sleeping overnight is not permitted unless prior arrangements have been made with management.

### **Water and Electricity Consumption**

- Please try and save electricity where you can.
- Please switch off all lights and electrical appliances while not in use and when you leave the room.
- Ensure that all stove plates are turned off when not in use.
- Water should be used sparingly as our water levels in Cape Town are very low. Please bear in mind that our provincial government have implemented water restrictions.



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### **Nuisance**

- Disorderly behavior will not be tolerated and may lead to the termination of this lease.
- Any form of insubordination will not be tolerated and may result in disciplinary action and possible termination of this lease.
- The playing of music at unreasonable sound levels is strictly forbidden. Management reserves the right to confiscate any music equipment if the Lessee does not adhere to this rule.
- Shouting and running in passages, or any area of this building, is not permitted.

### **Smoking and Drugs**

- This building is a smoke free building. Any smoking in the building and all rooms are strictly prohibited. Should we find that you are not complying to this rule, a fine of R1000.00 can be imposed by management.
- There is a dedicated smoking area on the 3<sup>rd</sup> floor on the outside balcony and between ground and 1<sup>st</sup> floor.
- Drugs are strictly forbidden. If found in your possession, management reserves the right to immediately terminate the lease agreement and this may result in possible legal prosecution.

### **Fine Charges**

- Below are the fines for breaking our house rules.
- Payment is not negotiable and it must be paid immediately.
- Failure to pay the fine will result in final written warning.

Smoking in room	R2000.00
Found in position of drinking Alcohol in the building	R1000.00
Playing loud music	R1000.00
Tempering with fire equipment	R2000.00

By signing this document, you agree that you have read and understand the rules set out in this agreement.

\_\_\_\_\_  
106 Adderley Representative

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date