

House rules

Please read these carefully. They keep Your PG Name safe, clean and pleasant for everyone.

1. Timings

- The gate closes at 10:30 pm. If you will be back later, tell the warden beforehand.
- Staying out for the night? Tell the warden before you leave, and when you will be back.
- Quiet hours are from 10:30 pm to 7:00 am: keep voices, calls and music low.

2. Visitors

- Visitors may stay in the common area until 8:00 pm, not in rooms.
- Every visitor signs in at the gate with their name and phone number.
- Overnight guests are not allowed.

3. Not allowed

- Smoking anywhere in the building
- Alcohol
- Drugs of any kind
- Gambling
- Cooking in rooms
- Heaters, irons, kettles and induction plates in rooms
- Candles, incense or anything with an open flame
- Nails, tape or posters on the walls
- Loud music or speakers
- Pets

4. Rooms and cleanliness

- Rooms are cleaned once a week. Keep your things off the floor on that day.
- Put waste in the bins, and leave bathrooms and common areas clean after use.
- Dry wet clothes on the terrace or balcony, not in the room.

5. Electricity and water

- Switch off lights, fans, AC and geysers when you leave the room.
- Use water carefully, and tell the warden about leaking taps.

6. Safety and your things

- Lock your room and cupboard when you go out.
- Keep money and valuables locked away: the PG is not responsible for anything lost.
- Damage to rooms, furniture or fittings is charged at the cost of the repair.
- A lost key is replaced for ₹200.
- Tell the warden straight away about anything broken or unsafe.

7. Rent and deposit

- Rent is due by the 5th of every month.
- Paying late costs ₹100 a day, up to ₹1,000.
- The security deposit is 2 months' rent. It is refunded within 7 days of leaving, after pending dues and any damage, and is not adjusted against monthly rent.

8. Leaving

- Give 30 days' notice before leaving.
- Leaving within 3 months of joining costs one month's rent.
- Before you leave, the room is checked and every key is returned.

9. If a rule is broken

- First a warning, then a written warning, then a fine of ₹500. If it goes on, you will be asked to leave with 30 days' notice.
- Drugs, violence, theft or harassing anyone means leaving at once, without the notice period.

10. Also

- Shoes stay on the rack by the door

I have read these house rules and agree to follow them.

_____	_____	_____	_____
Tenant name	Bed	Tenant signature	Date

For Your PG Name