

HOUSE RULES & POLICIES:

Conduct: Residents are expected to conduct themselves in a respectable manner at all times, and observe socially-acceptable and morally upright behavior.

Use of Bedroom: The bedrooms shall be occupied for private residential purposes only. No unit shall be used for commercial or business purposes.

Privacy: There is no guarantee of a resident's absolute privacy. 538 Dormitel's representatives will make every effort to contact and schedule an appointment to enter a resident's unit when necessary. During an emergency, 538 Dormitel's representatives may enter a bedroom unit without prior notice if all other alternative measures have been exhausted. Upon entering a resident's unit, 538 Dormitel representatives are required to knock loudly three times, announce themselves and wait for a response. If a 538 Dormitel representative enters a unit without the presence of a resident, the representative will leave an official notice of entry.

Search and Seizure: Any resident suspected of possessing illegal drugs, alcohol, contrabands, dangerous weapons and explosives shall automatically be subjected to a mandatory search of her bedroom and property. If the search is authorized, the tenant must fully cooperate. An official from the Barangay having jurisdiction of the 538 Dormitel will be contacted to become a witness during the unit search and to ensure that the rights of the resident are not violated. Prohibited items caught during the search shall be immediately confiscated.

Room Keys Upon move-in: Residents shall be given their bedroom key. Swapping, borrowing, lending and duplicating room keys without the prior written consent from the management are strictly prohibited.

Doors: Our doors within the dormitel play a key role in safety by preventing access from intruders and by enhancing the building's fire and smoke control capabilities. Propping open corridor or stairway fire doors or exterior doors, opening a secured outside door of the dormitel to allow access to an unknown non-resident, forcing open a secured door, and tampering with door locks are prohibited activities. Bedroom doors must be closed and locked when the room is unoccupied or when occupants are sleeping. Residents should not leave their keys in their room doors or interfere with the function of locks at anytime.

Security: All doors to the premises must be securely locked and secured at all times, except when in use. The LESSOR shall not be liable for the illegal acts of others and/or the loss of personal property of the residents. Do not allow anybody inside the premises. That is the duty of the security personnel and the co-living space manager.

Windows: Exiting or entering through windows is prohibited. Windows are considered permanent fixtures and should not be removed for any reason other than a fire emergency. At no time should anything be hung, mounted, or placed on the outside of a window.

Noise: Everyone has a different schedule for working, sleeping, and socializing. All residents should be mindful of their neighbors' schedules and of the local ordinances with regard to noise, which require reduced levels after sundown every day. Noise should be kept within reasonable levels at all times, and special care should be taken to contain noise within your room during evening and night hours. Residents should make an effort to communicate with roommates and floor mates or other residents about upcoming events.

The persistent interruption of a reasonable level of peace and quiet is also a violation. Repeated offenses of any of the above will result in more serious consequences, including being asked to leave the dormitel.

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Quiet Hours: One of our goals is to provide an atmosphere that is conducive to study and rest. In order to meet this goal, all residents must understand that the right of residents to study and sleep takes precedence over the right to make noise that disturbs others. When “Quiet Hours” are in effect, all noise should be kept at a minimal level and not be heard outside the room or unit.

All students are expected to respect the rights of others. Quiet Hours are: Sunday – Thursday: 8 p.m. – 8 a.m. Friday– Saturday: 10 p.m. – 10 a.m. At all other times, students are expected to observe “Courtesy Hours” and be mindful to ensure that noise levels do not interfere with or negatively impact other university students or the community. Courtesy hours are 24 hours a day, 7 days a week. If another person asks you to control the noise level in and around your room or in the common areas, you are expected to comply with the request. During reading period and exam periods “Quiet Hours” are in effect 24-hours.

Smoking Policy: In order to limit exposure to environmental smoke, the dormitel **prohibits smoking** in all areas of the building including the rooms, common areas and the patio.

Flammable Materials: Nothing shall be done or kept in the dormitel building or units which may result in the cancellation of insurance on the building or contents thereof, or would be in violation of any public law, ordinance or regulation. **Alcohol, gasoline, propane or other highly flammable or explosive materials**, other than common household products in limited quantities are strictly prohibited.

Illegal Acts Gambling, Harassment/Intimidation and Vandalism are prohibited acts.

Possession of firearms: Knives and other dangerous weapons are strictly prohibited at the dormitel. Failure to comply shall be cause for immediate termination of your Room Lease Agreement.

Substance-Free Housing: Alcohol, drugs and other prohibited substances are not permitted in the dormitel.

Use of Common Areas & The Patio: Every floor has a common area for residents to study in, socialize or simply to relax & enjoy. Please keep the common areas and patio clean at all times. Do not leave your mess scattered around. Residents may not make any alterations, additions and/or improvements to 538 Dormitel building and/or the Leased Premise. This includes but is not limited to drilling holes on the walls, painting the walls or furniture’s or furniture modification, moving common area furniture into the residential units, tampering or modifying plumbing or wirings at the building, and willfully or negligently destroying, defacing, damaging, repairing or removing the furnishings, facilities or fixtures. Tampering with Security Equipment such as the CCTV cameras, emergency lights, fire alarms, smoke detectors, fire extinguishers and the like is strictly prohibited and is cause for immediate termination of the Room Lease Agreement.

Personal Storage: Personal items must be kept in the bedrooms or, when applicable, in a rented space or locker designated for the resident. Items may NOT be stored in common spaces. Complaints and Disputes Complaints and disputes that are not resolved through discussion should be brought to the attention of the co-living space manager.

Pet Policy: Strictly no pets allowed.

Lock Change: Charges a lost, stolen or misplaced key will result in a lock change, unless all your roommates agree to keep the same lock. Should you need to replace your key, kindly inform the co-living space manager. The cost of your key replacement will be for your account.

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Bathrooms: Please do not throw anything other used toilet paper into the toilets. Do not stand on the toilet seats. Flush the toilet after every use, Report any broken faucets or leaks in the bathroom to the janitor or manager immediately. Do not throw food into the sink at the bathrooms. This will clog the pipes. Food should only be eaten at the ground floor common area beside the reception area. Hair strands and other waste material left in the shower or sink should NOT be flushed down the toilet and/or shower drain as this will cause clogging of the sewage pipes. Please pick up your rubbish and dispose of properly in the trash receptacles. Kindly wrap in paper or plastic your used sanitary napkins and tampons and dispose of them properly in the trash receptacles provided at the bathrooms.

Laundry: You are prohibited from hanging clothes in the bathroom, windows, common area or patio. Please use the services of a Laundromat.

Do not cover: Or in any way tamper with smoke detectors, sprinkler heads or pipes, or fire extinguishers. There is a **P25,000.00** fine for tampering with any fire safety equipment and for possession of explosives, ammunition, incendiary devices and fireworks.

Cooking & Heating of Food: Cooking or heating of food is strictly prohibited in the premises. **Cooking appliances such as gas burners, refrigerators, induction cookers, toasters, coffee makers, irons, and the like are prohibited.**

Candles, Diffusers and Oil Burners: It is prohibited to use candles, diffusers or oil burners in the entire building.

Eating in Rooms: Eating in the bedrooms, patio and common areas of the 2nd & 3rd floor is strictly prohibited. You may eat at the common area by the reception. This will ensure that the dormitel will remain free from pests such as ants and cockroaches.

Guests/Visitors: Guests above the age of 18 years old are allowed to enter the dormitel but must abide by the house rules and policies. The resident is fully accountable for the actions and behavior of their guests. Guests who are intoxicated will be prohibited from entering the premises or will be asked to leave the premises. The guests must present a **valid government issued ID** at the reception desk. The visitor's ID will be returned to them upon their departure from the dormitel. The residents must inform the manager ahead of time should they be expecting guests. A log book will be maintained by security and the names, purpose, time in and time out of the guests must be registered and signed by the resident. Guests are not allowed on the 2nd and 3rd floors of the dormitel. You may only receive guests at the reception area from **9:00 am to 6:00 pm**. Guests are not permitted to stay overnight.

Solicitation: Solicitation is strictly prohibited.

Energy & Water Conservation: Kindly conserve energy by switching off the lights and the air-conditioning unit in your room when the room is unoccupied. Remember to close the windows and doors when the air conditioning unit is switched on. Please do not leave the faucet or shower running if you are not using the water. Let us do our share to protect the earth! Trash Please bring down the trash from your room daily and segregate them in the trash receptacles provided at the back entrance of the dormitel.

WI-FI Access: 538 Dormitel has free wifi service in all areas.

Cable TV: Cable TV is provided for at the common area by the reception. The TV station to be viewed will depend on the management.

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Signage, Advertisements or Notices Signage: Advertisements and notices shall not be posted/ placed inside or outside the dormitel premises. A bulletin board by the reception area is provided for announcements, notices and the like.

Furnishing & Equipment: Upon move-in, an itemized list of the furniture/s, appliances, and fixtures found in your bedroom together with the acknowledgment of the LESSEE that the same is complete and accurate and that the Furnishings are in good working condition shall be filled out during a joint inspection. Upon expiration of the lease, the LESSEE shall surrender the furnishings to the LESSOR, ordinary wear and tear excepted, in the same condition as it was at the start of the lease. Residents are responsible for any damage done to their assigned bed, cabinet, unit and/or furnishings.

Cleaning of Bedrooms: Cleaning of the bedroom unit and its appliances is the responsibility of the residents, and shall be done regularly to avoid having a filthy unit, foul odors, molds, and/or pests. The residents may request the services of 538 Dormitel's cleaning crew for a fee, if the residents prefer. In the event that the LESSOR notices that the rooms are not cleaned or maintained properly, it shall schedule the cleaning of the room, and the residents shall be charged for the cleaning, which will be divided amongst the existing residents and billed in the next billing cycle. The cleaning crew will not enter the bedrooms unless at least one resident is present to monitor the cleaning crew. Perishable Items Should you have perishable items such as fresh fruits in your bedroom, kindly store them properly to avoid foul smells and pests.

Delinquent Accounts: Residents with delinquent accounts shall be prohibited from entering the dormitel until such time that her outstanding balance has been settled and proof of payment is presented to the LESSOR's billing department. The personal belongings of the resident with delinquent accounts shall be collected from the room and will be properly labeled three (3) days prohibited entry into the dormitel. Once the outstanding balance has been settled and proof of payment has been forwarded to the LESSOR's billing department, said personal belongings may be claimed by the resident. Residents who are found to have assisted the entry of delinquent residents after the resident has been prohibited from entering the dormitel shall be fined the amount equivalent to one (1) month rent.

DISCLAIMER

The materials in this website are for announcement purposes only. It is intended primarily to provide a general reference for 538 Dormitel. This material therefore does not constitute part of an offer or contract. While the details showed herein were prepared with utmost care and are presented in good faith, interested parties are encouraged to verify their correctness and subsequent changes, if any. In the Developer's continuing effort to meet the challenge of product improvement, the Developer reserves the right to modify or change features, plans and specifications without prior notice.