

# The Prospect of Howick Accommodation

## Terms and Conditions



## THE PROSPECT OF HOWICK ACCOMMODATION

Conditions, Guidelines,  
Rules and Regulations

**2020-21**

## **Welcome to The Prospect of Howick Accommodation**

This hand book outlines information about the accommodation and the Policies for Tenants to live by. All Tenants who have applied to live here must accept the policies by ticking off the checklist and signing the acceptance form on the back page of the handbook and returning it with the Tenancy Agreement form. Tenants are expected to respect and take due care of the facilities and equipment rented to them, conduct themselves within acceptable standards of good taste and accept individual responsibility for their actions and the consequences. Consideration and respect for others is the basic principal that all tenants must follow.

### **Address and Phone Numbers:**

Any mail received will be slid under your door, if there are any large items received we will ring you on the contact number you have provided.

The Prospect of Howick's address for mail and courier items:

**The Prospect of Howick**  
**78 Picton Street (courier)**  
**PO Box (mail)**  
**Howick 2014**  
**Auckland**  
**Attn: (your name)**  
**Phone: 09 5343199**

### **Age**

Tenants must be over 18 years of age. Proof of age may be required to process your application.

### **Alcohol**

The only place alcohol may be consumed is in the privacy of your room. Alcohol consumption is not permitted outside of your room, in any communal area including lounge/dining/kitchen, balconies and car parks unless specifically permitted by the property manager.

Intoxicated guests/friends are not permitted on the premises and will be directed to leave by management. Tenants found violating the alcohol policy will face one of the following penalties: Written or verbal warning, confiscation and disposal of alcohol and/or eviction.

### **Car Parks**

Parking spaces are available free of charge for The Prospect of Howick Accommodation tenants only.

### **Check-out**

Tenants are required to schedule a check-out appointment prior to 10am on the last day of their contracted term. Staff will inspect the room for damage or cleaning required. You are responsible for leaving the room clean and in the same condition as for check-in. You will be charged for any damage or extra cleaning required including commercial cleaning if you have smoked or cooked in the unit. Any cleaning fee will be deducted from your bond.

### **Cleaning**

Tenants are responsible for cleaning any common equipment they make use of especially in the kitchen and bathrooms. Tenants are responsible for keeping rooms clean and for changing linen on a regular basis so to keep in a condition suitable for reuse. Any linen supplied to the tenant that is returned in an un-usable state will be charged for the replacement of those items.

## **Communal Areas**

The kitchen is available for use at any time but please be mindful of other tenants. Management reserves the right to ban late night cooking if misuse is observed at any time. The communal lounge and dining are available to everyone. All items in the communal areas are to remain in those locations and any damage will be charged to those responsible.

### **Confidentiality**

Staff will endeavour to treat all tenants with respect and maintain a high level of confidentiality in line with the Privacy Act. There may be occasions where it is necessary to contact outside agencies, including but not limited to parents, legal guardians, financial guarantors and/or staff at your training organisation or employer. This will be done in the best interest of the Tenant.

### **Disciplinary Procedure**

Most Tenants will behave in an acceptable manner while residing at The Prospect, there needs to be procedures in place for those who do not. Respect and consideration for others is the key to living in a communal environment and tenants must all comply with the accommodation policies to allow all to enjoy living at The Prospect.

**Verbal Warning:** For minor infractions, a verbal warning may be given to the resident(s) to remind them of the policy.

**Written Warning:** For policy violations, a written warning may be given to the resident(s) involved. A copy of this letter will be held in the resident's file.

**Eviction:** Behavior that is severely offensive, disturbing, or potentially harmful will result in eviction. Residents will be given notice to vacate at a time at the discretion of the Landlord. Notice to Evict may also be issued as a result of repeated violations of The Prospect's policy.

**Ban or Trespass Notice:** Tenants who are evicted or guests who have been removed or who have behaved inappropriately may be banned and/or issued with an official trespass notice of which a copy will be filed with the Police.

**Confiscation and Storage:** Goods such as cooking equipment used in contravention of the accommodation policies may be confiscated and stored until the Tenants departure.

### **Drugs**

The possession or use of illegal, non-prescription drugs is prohibited. Tenants or their guests found to be in possession, using and/or distributing such drugs will be immediately removed from The Prospect and the Police will be notified. All prescription drugs must be kept in the possession of the person to whom they were prescribed at all times.

### **Firearms and Weapons**

Firearms or weapons of any sort are not permitted on the premises. If found they will be confiscated and handed to the Police. Violations of this policy will result in eviction.

### **Fire Safety**

All rooms are fitted with smoke detectors and sprinklers. Tenants may not cook, burn candles or incense in their rooms. This includes the use of devices such as toasters, hotplates, microwaves etc. Tampering with or interfering in any way with fire safety equipment including sprinklers, smoke detectors, fire call stations and/or fire extinguishers will result in instant fines up to \$1000.

If you discover a fire, activate the nearest fire call station alarm. The call points are located in hallway – proceed to the Assembly area and follow any instructions from Wardens or Emergency Service Personnel. Do not return to collect personal belongings and do not return to the premises until the all clear has been given.

### **Cooking in Rooms**

#### **There is a strictly enforced no cooking policy at The Prospect of Howick**

Cooking can be extremely dangerous in rooms and we do not allow cooking of any nature as it puts the safety of all tenants at risk. Please use the kitchen.

Any tenant with cooking equipment being used in the rooms will be removed from The Prospect without further notice.

### **Visiting Guests**

Guests may visit The Prospect between the hours of 8am and 10pm. Guests must be in the company of the tenant at all times in the accommodation. Tenants are responsible for the actions of their guests while they are on the property and will be charged for any damage caused by their guests.

**No overnight guests unless arranged by the Landlord prior to date.**

### **Harassment**

No form of harassment (sexual, racial etc.) will be tolerated. Any serious harassment will lead to immediate termination of tenancy. Should any tenant be harassed or feel unsafe they should contact management immediately.

### **Internet**

Wi-Fi is available throughout accommodation.

### **Laundry**

Washing Machines and Dryers are available for your use at a charge of \$4 per wash or dry cycle. Change for the laundry is available from reception during office hours.

The laundry can only be used between the hours of 8am and 10pm. Clothes rack, iron and ironing board available for use.

### **Noise**

Tenants must be aware of the disturbance caused by even minimal noise in The Prospect. Music, loud voices, doors slamming and heavy foot traffic along walkways and staircase can be very disturbing to those trying to study and sleep during shift work. Consideration to other tenants should be observed at all times and in particular during the **No Noise** hours between 10pm and 8am. **No Noise** is to be heard from Television/radio/stereo volumes and should be kept low as to not to be heard outside of rooms or through walls.

### **Office Hours**

All tenant requirements must be carried out during the following hours as the office will not be opened for any reason outside of these stated hours.

**Monday-Friday 8am-Midday 4pm-7pm**  
**Saturday and Sunday 9am – Midday**

### **Personal Safety**

Tenants are encouraged to lock doors, not invite unknown persons into the accommodation or their rooms and take precautions while in and out of the accommodation especially after dark.

### **Non Paying Guests**

If you are found with persons staying in your room who are not registered and have not paid, you will have your tenancy terminated without notice and you will be immediately evicted. Non-paying guests are not tolerated in any circumstance.

**Property** The Prospect of Howick is not liable for damage or loss of personal effects. Property left or abandoned on the grounds will be disposed of if not claimed after 30 days. Storage or disposal costs will be passed on to the Tenant responsible.

**Rent Payments** Your first payment is due in cash or Credit/Eft-pos card on check in. Subsequent payments are due on the same day each week thereafter by direct credit, Credit/Eft-pos card or cash.

**Rooms and Keys** Tenants will be charged for any damage to rooms or other property belonging to The Prospect.. Tenants are responsible for their keys and will be charged for replacing damaged or lost keys.

Accommodation staff and/or contractors may enter rooms for the following reasons: suspected Fire or Medical emergency, policy violations and/or to perform maintenance. If circumstances permit your permission will be requested before entering. Periodic room inspections will be conducted throughout the year for which you will be given appropriate notice. Tenants will be charged for any cleaning, maintenance or fire hazards found during these inspections. Tenants or guests must seek permission before entering another tenant's room.

**Security Deposit (Bond) is** 4 weeks rent .

Refund forms are available at reception. Deductions may be made for any costs incurred.

**Minimum stay and Notice to Terminate Tenancy** The minimum stay is 28 days. All tenants must give notice of 48 hours prior to leaving The Prospect of Howick. If notice is not given or tenant does not give 28 days, we reserve the right to charge weeks rent in lieu of notice.

**Smoking.** Do not smoke or vape in your room as this will set off the fire alarms and create an emergency response from the Fire Department. False alarms incur a \$1000 fine from the Fire Service for which the tenant will be charged and then evicted.

**Staff:** A residential Manager works on-site. They ensure that The Prospect is a safe and secure place to live and all Tenants are comfortable in the accommodation and are abiding by the outlined policies. Please make contact during office hours for any matter pertaining to your tenancy.

**Health & Well Being:** If you become un-well it is required you notify the on-site Manager who will respond by calling an ambulance or other services that may be required.

**Theft:** If a tenant or guest is found stealing they will be immediately evicted from the premises and will face Police prosecution.

### **General Rules:**

Spitting will not be tolerated under any circumstances at The Prospect of Howick Accommodation.

Tenants are not permitted to wear dressing gowns or any form of night attire around the accommodation during daylight hours.

**PETS: No Pets at The Prospect of Howick Accommodation under any circumstances. Having a pet at accommodation will result in termination of tenancy.**

**At The Prospect of Howick Accommodation as with most other communal living establishments the main problem is NOISE.**

**NOISE transfers through floors, ceilings and walls. There is also noise created from walking on wooden stairs and walkways. To help us with this problem and make The Prospect a more pleasant environment to live in we ask you to keep the following points in mind at all times. No loud music, noise from television/radio/stereo should be kept low as possible, no loud voices or doors slamming. Heavy foot traffic along walkways and staircase can be very disturbing to those trying to study and sleep during shift work. Consideration to other tenants should be observed at all times and in particular during the No Noise hours between 10pm and 8am.**

Landlord: Barry O'Shaughnessy

**CHECKLIST**

The following is required on arrival:

- Security Deposit (Bond) – Equivalent Four Weeks
- 1 week Rent in Advance (Cash or Credit Card)
- A completed Direct Credit Rent Form (if this is your method of rent payment)
- Suitable Photo ID (Passport, Current NZ Drivers Licence, etc)

**ACCEPTANCE FORM**

I, \_\_\_\_\_ agree to abide by the policies outlined in the official The Prospect of Howick Accommodation Handbook rules, a copy of which I have received, read, and fully understand.

I understand that if I violate the policies, management has the right to take appropriate disciplinary action, which may result in eviction from The Prospect, loss of bond and/or cancellation fees in the event of my early departure.

I am aware that Management may request a previous Tenancy Reference and may carry out their own enquiries both of which I agree to if required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_