

Attention to all residents!

I. General rules.

- No pets
- No Smoking anywhere on the Premises
- No noise between the hours of 11pm-7am
- Cause no nuisance to other Residence
- No naked flames in rooms
- Not to use the Property for any illegal, unlawful or immoral purposes
- Maximum 2 visitors are allowed
- Overnight guests limited to 1 only
- No Minors under age 18 for overnight stay on the Premises
- Residents must use sign in book for all guests (mandatory for fire protocols)
- No subletting of rooms or unregistered occupation
- Breakages and missing inventory items will be charged in full
- No repairs or alterations to be performed by Resident
- No hanging items out of the window or balcony
- No fixings to be secured to the walls

II Deliveries.

For deliveries, make sure to indicate your room number and your name (for example room M5, Alex Baker). The receptionist will **ONLY** take your deliveries during normal working hours from 08:00 to 17:00 Monday to Friday.

Outside working hours, you need to be at home to take your delivery. The courier will try to call your room on the intercom. If it is Royal Mail and you miss your delivery you get 'Something for you' card in the post. You will then have to go to your local post office to collect your parcel. For Amazon deliveries, you will need to re-arrange the delivery.

III Using kitchen appliances and other devices.

All manuals on how to operate kitchen appliances (MW, dishwasher, washing machine, hob, fridge) as well as AC, TV, intercom, electronic key can be found on our website www.vediltd.com

If your power is cut please follow the tips found on our website www.vediltd.com

IV Faults and Damages.

Please report all faults and damages to Receptionist dialing **07845799307** during 08:00-17:00 Monday to Friday or emailing us to reception@vediltd.com and info@vediltd.com outside working hours. Please indicate nature and time of the breakdown and attach some photos.

V Lost keys/fobs.

If your room key or fob is lost (from main door or room key) you need to report or call the receptionist during **normal working hours** 08:00-17:00 Monday to Friday or write to reception@vediltd.com outside working hours. The keys **will NOT** be brought to you at night.

VI Extending your stay.

If you want to extend your stay, please contact the receptionist **07845799307** during normal business hours or send email to reception@vediltd.com AND info@vediltd.com. **The receptionist will NOT take any calls and requests outside working hours.**

VII Handing over your room.

You must give a notice to the receptionist of minimum 7 days before your leave and agree convenient time and day to do a handover. During a handover you will be asked to fill in handover certificate. Condition of the room will be compared against condition of the room before you moved in. In case of any damages not caused by genuine wear-and-tear you will be charged accordingly and required amount will be taken from your security deposit.