

## OCCUPATION AGREEMENT (NON SERVICED APARTMENT)

- 1) A maximum limit of **Max Pax** persons are allowed in the apartment for overnight stay. The tenant agrees that no illegal activities are conducted on the premises accordance to the laws of Singapore.
- 2) **Parking Registration & Booking of Facilities:** Registration of vehicle for long-term parking is not guaranteed as part of your booking; registration for parking is processed on a case by case basis and may require additional fees. To book shared facilities (Eg. Conference Rooms, Tennis Court...etc) contact our Front Office Team for assistance.
- 3) **Odd-Hour Check In Fee:** Should the check in timing fall between 7PM to 9AM, a \$100 fee applies.
- 4) **Check-in and Check-out Time:** The check in window is from 2PM to 6PM and the check-out time is before 12 Noon.
- 5) **Valid Documents:** All occupant(s) to provide electronic or paper copies of their passport(s) and or a valid Work Pass(s) at least 24-hours before checking into the apartment.
- 6) **Assignment of Alternative Unit:** The Company maintains the right to re-assign an alternative apartment other than the one selected by the Tenant before the move-in date under advice to the Tenant beforehand. The Tenant has the right to accept or decline the alternative premise. Should the Tenant choose to decline the alternate, a full refund will be made by the Company with the Tenant having no further claim on the Company.
- 7) **Standard Number of Keys:** The following number of key(s) will be provided;
  - 1 Bedroom / Studio : 1 Set
  - 2 Bedroom: 2 Sets
  - 3 Bedrooms: 3 Sets

The provision of additional keys is based on The Company's discretion with each additional set being chargeable.

- 8) **Adjustments to Furniture:** Removal of furniture can be arranged at the request of the Tenant for removal, transport and storage for a fee.
- 9) **Access to Apartment:** The Company reserves the right to access the premises for maintenance, viewings, and inspections by issuing the Tenant a 2-day notification in writing. The tenant shall not unreasonably withhold such requests from the Company.
- 10) **Pets:** Pets are not allowed to enter the premises unless special arrangements with the Company have been made prior to the move in date.
- 11) **Waiver from Liability:** The Tenant shall not hold the company responsible in any capacity for loss of property, injury, or death resulting from the occupation of the premises.
- 12) **Premature Termination:** The Tenant understands that in the event of a premature termination of lease, an amount equivalent to the deposit plus agent-fees (if applicable) plus any additional cost incurred to pursue unpaid rentals shall be paid to The Company.
- 13) **Cancellation of Booking:** In the case of cancellation of bookings prior to the move-in date by the Tenant, pre-payments made will be forfeited.
- 14) **24-hour Guarantee:** Within 24 hours of move-in, the Tenant reserves the right to cancel their bookings due to one or a combination of the following reasons: 1) The website photos show a different unit layout, or 2) The website description inaccurately describes the home and location. All requests for cancellation must be submitted via email, and substantiated by photos. This clause is not applicable if the Tenant has viewed the unit before booking or if the sales representative or the listing indicated the photos shows a "reference unit".
- 15) **Termination for Breach of Agreement:** In the event of any serious breaches of this agreement or the laws of the country by the Tenant, The Company reserves the right to terminate the rental agreement with immediate effect and confiscate the security deposit or the equivalent of the deposit amount, whichever is greater.
- 16) **Aircon Maintenance:** The Tenant agrees to be charged \$30 per air conditioner wall unit per quarter for aircon maintenance, to be performed by The Company's aircon technicians.
- 17) **Minor Repairs (Non Serviced Apartment) :** The Tenant agrees to pay for minor repairs occurring within the apartment, not exceeding \$150 per item. The Company agrees the bear the cost of repairs in excess of \$150 provided that the Company's written consent has been obtained prior to such repairs, and these damage is not necessitated by any act or omission of negligence of the Tenant.
- 18) **Diplomatic Clause:** Provided the Tenant has occupied the premises for a minimum period of 12-months, the Tenant may exercise the diplomatic clause by notifying the Company 1 month in advance in writing if the Tenant of the premises is required by their employer to leave Singapore permanently on a job transfer. Documentary evidence shall accompany the written notice.

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- 19) **Reasonable response time for maintenance:** Our maintenance teams will be deployed within business days from the time our Company receives feedback from Tenant. Maintenance fixes will be done on a best-effort-basis. Where the issues are unable to be resolved within a 1-week time frame, replacement appliances will be provided as an interim solution.
- 20) **Housekeeping Schedule:** Where regular housekeeping service is bundled with the rental agreement, the fixed weekly schedule shall be pre-arranged during the first week of stay. Thereafter, the tenant agrees to vacate the apartment during the housekeeping timings. Should the housekeeper be unable to enter the main door, the room door(s), or the bathroom(s) at the appointed time, the housekeeper may only be able to perform a partial cleaning of the unit. Our Company will not be able to reschedule the housekeeping or issue refunds.
- 21) **Minimum Cleanliness and Electricity Conservation:** The Company reserves the right to impose an additional fee whereby minimum standards are not maintained in the following areas during and at the end of the stay:
- Lights and air-conditioner turned on when vacant
  - Persistently unwashed dishes and kitchenware
  - Greasy kitchen area (oven, kitchen hood, stove)
  - Soiled or soaked mattress, carpet(s), floor, rugs or bathroom mats
  - Soiled, stained or soaked beddings, linens and towels
  - Obstruction of personal belongings within the apartment and corridors
- 22) **Handover in Good Condition:** The Tenant agrees to handover the apartment and its fixtures in good condition at the conclusion of the lease using the following as a guide:
- No damaged or missing items.
  - No damaged or missing keys or card. (Transport, replacement and locksmith costs applies)
  - No smoking in the apartment, balcony and non-permitted areas.
  - No excessive noise and nuisance to the neighbors.
  - No overloading of washer and dryer.
  - Conducted basic cleaning before check out.
  - Trash and unconsumed food items removed from apartment.
  - Check out by 12 Noon
- 23) **Authorization to Charge Card:** The Tenant grants The Company the right to charge the credit card on file under 4 scenarios:
- Utility Bills
  - Aircon maintenance
  - Costs resulting from premature termination of lease
  - Costs resulting from damages to the apartment
- 24) **1-month Refund Timeline:** The Deposit minus the cost of damages (if any) and excess electricity consumption (if any) will be returned to the Tenant within 30 days after the Move Out Date. The Deposit will be refunded via the same method as it was paid. For a change in refund method, a 3% admin fee applies.
- 25) **Incorrect Bank Account:** The Company shall not be liable for funds transferred to a wrong bank account due where incorrect details are provided.
- 26) **Transfer Fees:** Bank Remittance and international foreign exchange costs fees are borne by the Tenant.

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## OCCUPATION AGREEMENT (SERVICED APARTMENT)

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