



MOVING IN

You have the right to move into your unit as soon as the following procedures have been completed:

- Joshco has approved your application.
- You have paid your deposit and 1st month's rent.
- You have a unit selection form.
- You have signed a Lease Agreement.
- You have received a letter which you hand to the Property Supervisor/security together with your ID and Lease Agreement.
- You have attended training and signed a training declaration. Or you have received a training manual.

When you move in, you will be asked to complete a snag list.

- This process lists any faults in the unit.
- The snag list ensures that faults are corrected and that you will not be held responsible for causing these problems.
- If you do not complete the snag list, you may be held responsible for all faults when you move out, even those that may have been evident when you moved into the unit.
- Please insist that the Property Supervisor completes the snag list with you.

Overcrowding is illegal - Joshco is very strict with overcrowding and will not hesitate to give you notice to vacate the unit if you overcrowd or sublet the unit.

Subletting - is when the person who has signed a Lease for a specific unit, rents it out to another person. Your Lease will be terminated if you are found to be subletting.

Compliance Inspections - Joshco will conduct random inspections to ensure compliance to the conditions of your Lease Agreement. You will be required to allow access to a Joshco representative to inspect your unit at reasonable times.

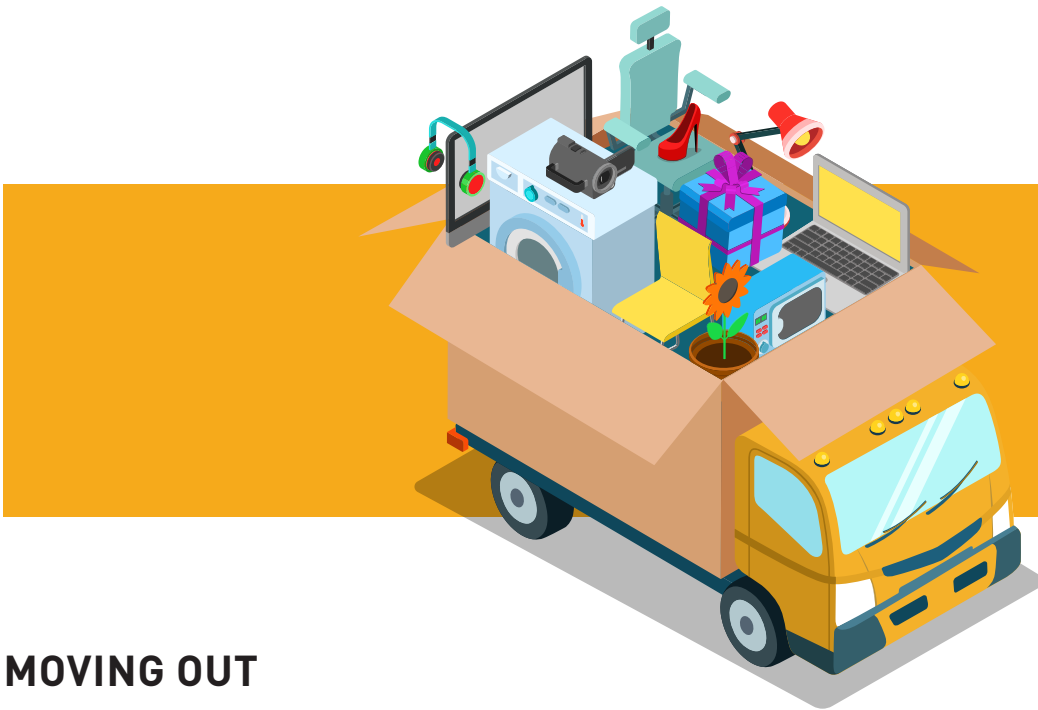
JOSHCO'S RESPONSIBILITY

Joshco agrees to:

- Provide a well-managed and efficient service to our Tenants.
- Make sure that you receive a unit that is habitable, clean and of good quality.
- Ensure that the exterior of the building is well maintained and in good condition.
- Pay all municipal charges including water, electricity, refuse collection and sewer; (your personal consumption is for your own account)
- Pay for insurance for the building common areas. (this does not include insurance for your personal goods)

Pay for services that are necessary to effectively manage the property:

- Cleaning services
- Security services
- Gardening services
- Lift maintenance and servicing of fire equipment
- Repairs and maintenance



MOVING OUT

Upon A Lease holder must give Joshco one month notice in writing should they wish to terminate the Lease. A snag list must be completed and signed; the Property Supervisor will issue a furniture removal form.

You should leave the unit in a good and clean condition.

A final reading of your water and electricity account will be taken on the last day of your stay. If there are any outstanding amounts owing for water, electricity or rent, Joshco has the right to deduct these costs from your deposit.

MOVEMENT OF FURNITURE:

- No furniture or goods will be allowed to leave the premises without a Pass Out. The pass out is a document which you will get from the Housing Supervisor. The pass out must be handed to the security officer before you will be able to remove anything from the property
- Existing Tenants who have furniture delivered must get a Pass In from the Property Supervisor. This must be handed to the security before any furniture is allowed to be delivered into the premises.
- When you sign your Lease Agreement you agree to bind yourself to terms of the Lease Agreement which govern your relationship as a Tenant with Joshco as the managing agent. House rules bind you and those staying with or visiting you.

Service emails:



info@Joshco.co.za

maintenance@Joshco.co.za

revenue@Joshco.co.za

payments@Joshco.co.za

complaints@Joshco.co.za

leasing@Joshco.co.za

ss@Joshco.co.za (safety and security)