



RULES & REGULATIONS COZYHOUZ

Welcome to COZYHOUZ Student Living!

To ensure a comfortable, safe, and harmonious living environment for all residents, please adhere to the following rules and regulations. These guidelines are designed to promote mutual respect and compliance with local laws in Singapore.

1 Eligibility and Legal Compliance

- 1.1 All residents must possess a valid immigration pass (e.g., Student Pass, Dependent Pass) issued by the Singaporean authorities throughout their stay at COZYHOUZ. It is the resident's responsibility to maintain the validity of their pass.

2 Prohibited Activities

- 2.1 The possession, consumption, or distribution of alcohol and illegal drugs is strictly prohibited within the premises. Violation of this rule will result in immediate termination of accommodation and may lead to legal action in accordance with Singapore's Misuse of Drugs Act.
- 2.2 Smoking and gambling are not permitted anywhere within the COZYHOUZ premises. Residents must comply with Singapore's Smoking (Prohibition in Certain Places) Act and other relevant regulations regarding designated smoking areas. Gambling activities are prohibited under the Gambling Control Act.
- 2.3 The use, possession, or import of vaporisers (e-cigarettes / vape) and related products is strictly prohibited in Singapore and at COZYHOUZ premises. Violation of this rule will lead to immediate termination of accommodation and may result in severe penalties under Singapore law.

3 Conduct and Community Living

- 3.1 Residents are required to maintain a reasonable noise level, especially after 9:00 PM, to ensure a conducive environment for study and rest for all occupants. Consideration for fellow residents is paramount.
- 3.2 All common areas and individual rooms must be kept clean and tidy.
- 3.3 The use of personal belongings, including kitchen utensils and appliances, without the owner's explicit permission is forbidden.
- 3.4 After using the kitchen, residents must clean all used utensils and equipment thoroughly and dispose of trash directly into the chute bin to prevent pest infestations.
- 3.5 Any mess and cooking/oil splatters on table, counter tops, sinks and floor must be cleaned up immediately after cooking.
- 3.6 Laundry is limited to a maximum of 6 (six) items per resident per day. Bed linens are changed monthly.

4 Occupancy and Visitors

- 4.1 The homestay operates under strict occupancy limits as mandated by the Urban Redevelopment Authority (URA) of Singapore. Residents must ensure that their presence, combined with any visitors, does not cause the property to exceed legal limits.



- 4.2 Visitors are permitted only until 11:00 PM. Overnight stays by visitors are strictly NOT allowed. Exceptions for 1 immediate family member staying overnight (maximum 3 nights per visit, for single room occupants only) require prior written request and approval from COZYHOUS management. Additional charges of S\$50.00 per night may apply for stays exceeding the approved complimentary period.
- 4.3 All primary tenancies at COZYHOUS must adhere to a minimum stay duration of three consecutive months to comply with URA regulations for private residential rentals.

5 Property Care and Security

- 5.1 Residents are responsible for the security of their personal belongings. It is advisable to lock all valuables. COZYHOUS is not responsible for any missing items.
- 5.2 To conserve energy and for safety, residents must turn off air-conditioning units and all other electrical appliances when not in use or when leaving their rooms.
- 5.3 When the air-conditioning is switched on, room windows and doors must remain closed to ensure efficient operation and prevent damage to the unit.
- 5.4 Cooking is strictly prohibited within individual rooms to prevent fire hazards and maintain hygiene.
- 5.5 Residents are prohibited from making any alterations or causing damage to the property, including knocking on walls. Only removable adhesive materials (e.g., removable double-sided tape) may be used for hanging lightweight items.
- 5.6 Residents are prohibited from removing or relocating any furniture within the premises, as this may cause damage to both the furniture and the flooring.
- 5.7 Theft or unauthorized taking of items belonging to others, whether intentional or unintentional, is strictly forbidden and will be reported to the authorities.

6 Tenancy Agreement and Check-Out Procedures

- 6.1 COZYHOUS reserves the right to refuse any bookings and to terminate accommodation immediately for non-payment of rent or significant non-compliance with these Rules & Regulations. In cases of minor breaches, residents will typically be given a reasonable period to rectify the non-compliance.
- 6.2 Residents intending to check out from COZYHOUS Accommodation must provide **two (2) months' advance written notice** by completing the official **CHECKOUT FORM**. Failure to provide the stipulated notice may result in a claim for liquidated damages equivalent to two months' rent from the security deposit, provided the initial contract term has been fulfilled. This clause is intended to cover losses incurred due to insufficient notice and is not a penalty.
- 6.3 Upon submission of the check-out notice, residents are required to cooperate with COZYHOUS management to facilitate viewings of their room by prospective tenants. COZYHOUS will provide reasonable advance notice for all viewing appointments.
- 6.4 A fee of S\$60.00 will be charged for any lost or damaged security access cards or keys. Residents are required to return all access cards and keys upon check-out.



6.5 Residents who are away for a home break for a minimum holiday period of three (3) months may be entitled to a nominal rental deduction of S\$50.00 per month, subject to prior arrangement and approval by management.

6.6 Belongings left on the premises after check-out will incur a storage fee of S\$150.00 per box or luggage per month. COZYHOUZ is not responsible for any loss or damage to stored items.

7 Security Deposit Refund Policy

7.1 The security deposit will be returned within one week after the official check-out date, provided all keys and access cards have been returned and the room condition meets the agreed-upon standards as per the inventory. Any deductions for damages (beyond normal wear and tear) or cleaning required will be itemized and communicated to the resident. Deductions will be made in accordance with the tenancy agreement and Singapore law.

7.2 For check-out notices:

- Notice of more than 2 months: Full refundable deposit.
- Notice between 1 and 2 months: One month's deposit may be retained.
- Notice less than 1 month or contract breakage: Two months' deposit may be retained.

8 Important Notes for Tenants (Checkout Form)

8.1 All items listed in the inventory are presumed to be in good, clean, and undamaged condition at the commencement of the tenancy, unless otherwise noted.

8.2 Should any items be damaged, missing, or unclean at the conclusion of the tenancy, COZYHOUZ reserves the right to engage cleaning services or replace/repair items. The associated costs may be deducted from the security deposit.

8.3 Deposit refunds via cheque or bank transfer are applicable only for Singapore local banks and will be processed in Singapore Dollars (SGD).

(Parent/Guardian signature is mandatory for students under 18 years of age)

Acknowledge by,

Parent/Guardian,

Full Name:

Full Name:

IC / Passport No.:

IC / Passport No.:

Date:

Date: