**Gunner Lane**

Communal Living Code

1. **Security**

Ensure all doors are locked on exit. Please keep your doors locked and make sure your personal belongings are safe.

1. **Visitors**

Visitors are not permitted on site without you being present. Do not leave your visitor(s) in your room(s) if you leave the building. If this occurs, your visitor(s) will be asked to leave and they will be banned from re-entering the property. Please be aware that **your** visitors are your responsibility and any disturbance caused by your visitors on site will reflect on your Licence.

1. **Pets**

Pets of any description are not allowed in this house.

1. **Rubbish Disposal**

Dispose of your rubbish correctly in the bins provided, by following the labels on each bin. Failure to do so will result in the bins not being collected by the City Council.

1. **Keys**

Please look after your keys.

Do not lend your keys to anyone to allow them to let themselves into the property at any time. Lost keys will be replaced at a cost of £10.00 each. Barrels or locks damaged through negligence will be replaced at a cost of £20.00 per unit.

1. **Smoking**

Smoking is not permitted in the communal areas of this building at any time. Please use the garden at the rear of the property and dispose of any butts appropriately and safely.

1. **Fire Action**

On discovering a fire, occupants should vacate the building, dial **999** and ask for the fire service.

Please be aware that the equipment in this building is here for your health and safety.

Tampering with any fire equipment may result in the loss of your accommodation and the cost of replacing any fire equipment could cost you as much as £250.

1. **Health & Safety**

Monthly health and safety checks will be carried out in each room. You will be given prior notice as you may wish to be present when these occur. However, checks will go ahead irrespective of your absence in line with our Health & Safety Procedures.

1. **Community**

For everyone’s safety, and in order to maintain good relationships with each other, staff and neighbours, you MUST NOT participate in any activity that will cause disturbance or put you or others at risk. You must not talk about or discuss other occupants outside the house.

**I,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, agree to keep these rules and understand that continuous breaches can result in the loss of my accommodation.**

Licensee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_