

ACCOMMODATION RESERVATION FORM

***NOTE:** Our institute is not a hostel. However, we help students to find suitable accommodation.

This is to certify that the sum of (GH¢)

has been paid by Mr/Miss..... through APC for the period ...**one week prior to 1st Semester to 1 week after 2nd Semester of KNUST Academic Calendar**, subject to the following conditions:

ADMISSION TO FACILITY:

1. I want APC to help me find accommodation for the academic year
2. Usually tenants are expected to vacate their rooms within 24 hours after the end of the tenancy. Tenants willing to remain in the facility outside the tenancy period must negotiate with management. Such tenants shall be liable to an extra charge of **GH¢20/day/person**, which must be paid in advance.
3. In their own interest, prospective tenants may inspect the facility before signing the agreement.
4. Each room can be shared by a maximum of 2 people.
5. Accommodation fee is paid into bank account directly. Please contact APC office for the details.
6. **The procedure is:** submit completed form → get approval from management to pay rent → pay full rent into the bank account given to you → submit a copy of payment receipt to management → get a bed/room allocated.
7. Any fees paid to the management of the facility are **non-refundable** after 24 hours of making the payment, unless, for technical reasons, management is unable to offer the facility to the applicant. In the event that management is unable to offer a place to an applicant who has followed the procedure correctly, the full payment shall be refunded, but without any interest.

CIVIL REGULATIONS

1. At the end of tenancy, each tenant must in person hand over keys to the Landlord after inspecting his/her room.
2. **Graffiti or posters of any form** on any property or part of the house and walls (either inside or outside) are strictly forbidden.
3. Perching burdens the facility and disturbs other tenants. Therefore, it is absolutely forbidden.
4. Tenants are responsible for any property they keep in the facility. No tenant is allowed to leave behind any property in his/her absence from the facility, especially during vacations. It is at the discretion of the Facility Manager to dispose of such leftover property without any compensation to the owner.
5. Gaming, smoking and consumption of alcoholic beverages inside or around the facility is strictly forbidden.
6. The use of items such as candles and heaters pose fire hazards. Therefore, their usage is **not** allowed in the house.
7. Noise must be kept at minimum so that other tenants are not unduly disturbed. For example, tenants should use MP3/MP4 players with earpiece instead of sound system to avoid disturbance with loud music. Musical instruments cannot be used.
8. Urinating anywhere in and around the facility breeds mosquitos and stench, and it is thus legally strictly forbidden.
9. Brushing of tooth must be done **only** in the sink to promote tidiness, sanitation & good health in the house. Washings must also be done only in the bath room or on the lawn to keep the place tidy all the time.
10. Tenants must never flush down anything besides toilet roll/paper in the WC/toilet to avoid blocking the toilets. Costs associated with repairs of blocked toilets shall be borne by tenants affected. For health reasons (e.g. infections such as

cholera) used toilet paper must be flushed down after use. **No basket to hold used toilet paper must be kept anywhere in the house.** This means that tenants must use only toilet roll so it can be flushed safely after use.

11. Tenants are required to sign off an inventory of the facilities and fixtures in the house/room at the begin of tenancy so that they can be accountable for them at the end of tenancy. Any damages caused either consciously or carelessly or otherwise shall be repaired/replaced at the cost of the tenant using only Landlord-approved repairers. Non-behaving students shall be reported to the Police and/or Dean of Students of the University of the affected tenant.
12. Tenants agree that they live in the facility at their own risk and that the Landlord shall not be required to compensate for any loss incurred by any tenant or their visitors, whether property or human lives.
13. Tenants must report all theft cases to Management, Dean of Students of their institutes and the nearest Police Station.
14. Tenants agree to pay their electricity bills on time and by themselves at all times. The facility has both tap water and borehole. However, the water in the borehole must be pumped into the reservoir using electricity. The cost of electricity is borne by the tenant.
15. Cooking in rooms can cause fire hazards and discomforts roommate. Tenants are thus advised to cook in the kitchen.
16. Tenants must not litter anywhere inside & around the house. All waste must be deposited neatly in the covered trash bin located in its designated area at all times.
17. Tenants agree to willingly allow Facility Manager to inspect the rooms/house every month.
18. Tenants agree to report to facility management as soon as possible any extraordinary thing or questionable activity.

PARTICULARS OF TENANT/STUDENT:

Full Name of Tenant/Student:	Permanent Address & Email:	Mobile Numbers:
Programme of Study:	Level/Year/ID #:	School & Department:
Name, Mobile # & Signature of Applicant's Church Pastor:	Tenant's Signature / Date:	Name & Mobile # of Parent/Guardian:

I Mr/Miss/Dr hereby affirm that I have studied, understood and agree to be bound by this agreement, and that APC can dismiss me from the facility without refund of my rent if I violate any of them. I also agree that I will repair/replace at my own costs anything that I destroy in the facility using only APC-recommended repairer.

For Office Use:

Application approved? <input type="checkbox"/> yes <input type="checkbox"/> No	Room Number:	Mobile Number:
Name of Manager:	Signature:	Date: