



Co-living Application form for admission

Applicant's Full name:	<input type="text"/>	<input type="text" value="Paste latest photograph"/>			
Father/Spouse's Name:	<input type="text"/>				
Date of Birth:	<input type="text"/>	Gender : Male/Female	Nationality:	<input type="text"/>	
Adhaar No:	<input type="text"/>	PAN No.	<input type="text"/>		
Applicant's Contact Phone:	<input type="text"/>	E-Mail:	<input type="text"/>		
Father/spouse/guardian's Contact Phone:	<input type="text"/>	E-Mail:	<input type="text"/>		
Present Office address:	<input type="text"/>				
Permanent Residential address:	<input type="text"/>				
Types of Room chosen:	<input type="text"/>	Monthly Rent:	<input type="text"/>	Security Deposit:	<input type="text"/>

I have read the rules and regulations given in next pages and hereby agree to abide with them. I also declaring that the KYC information provided in above column is correct. I have also checked all the building articles (check list enclosed) they all are intact and not broken. I also understand that any change in rules and regulations will be informed to me through notice board and I will have to abide by that.

Signature:

Name:

Terms & Conditions

Check-in

1. Reservation amount shall be forfeited in case of "No show" or "Cancellation"
2. Rent shall commence from the mentioned/agreed date of reservation or check-in whichever is earlier.
3. We encourage long stays and a minimum of 3 months stay is a must at the said tariff. However short stays will be provided with additional charges, subject to availability of spaces and at the management's discretion.

Charges

1. One month rent to pay in advance. In case of joining from mid of month, it will be adjusted / squared off in the second month rent and customer need to pay the balance rent after deducting the additional amount paid in first month.
2. One month rent to be paid as security deposit (refundable) towards damages of furniture / white goods/common amenities, upkeep of property as applicable. In case of any ambiguity about the person, who damaged the item, the loss will be divided between the room mates. The list of items in the room will be handover to inmate at the time of check-in.
3. Any Check-out will be at the end of calendar month only.
4. However the refund will be made/ reflect in your account after 15th of the corresponding month.
5. Energy charges to be paid on the basis of digital energy sub meter fixed in MCB of each room. The charges will be distributed among the inmates equally.
6. We handover the accommodation with fresh Lenin to our inmates and we will charge Rs.1500/- as move out charges, to provide next inmate with fresh Lenin again.
7. An instant packed food or toiletries like soaps, shampoo, tooth paste/brush etc. or any other petty items will be charged separately with inmate's approval.
8. A customized food menu will be handover to inmates to choose meal of his/ her choice for lunch/dinner and it will be charged separately.
9. Rent to be paid on or before 1st of every month. A late payment charge of Rs.500 shall be levied until 7th. An additional penal charges equivalent to 7 days lease rent shall be levied between 8th & 15th of the month. In case, rent remains outstanding on 15th, eviction notice will be issued and an additional eviction fee equivalent to 7 days lease rent will be added to the dues. Access to premises shall be restricted from 16th and all pending dues and penalties shall be adjusted with the security deposit

Utilities & services covered under rent

1. Furnishings & appliances
2. High Speed Internet
3. Housekeeping (twice in a week)
4. Secured access/ Security
5. Usage of common/dining areas
6. Electric items like fridge, microwave & cloth ironing equipment.
7. Complimentary breakfast.

House Rules

1. House rules are nothing unusual, simply not to hurt others with aggressive/improper behavior. The house rules need to be strictly followed by all the members. Any violation shall result in immediate termination and forfeiture of deposit without prior notice.
2. Consumption of narcotics not allowed in the premises.
3. Inmates should not involve in any illegal activities and in case of any complaint, Uptown stays reserve the right to terminate the stay and forfeiture of deposit without prior notice.
4. If any member wants change his/her roommate, without any reason they can do with mutual consent. The other option is to upgrade to private executive single accommodation, subject to availability.

Housekeeping

1. The housekeeping staff will have access to the rooms as per schedule. Please inform at helpdesk/security in case, you don't want housekeeping staff to enter the room in your absence. A "Do not disturb" signage has to be put on the door to prevent the same.

Notice

1. One month notice to be given after completion of 3 months lock-in period
2. One month's rent as penalty if vacated within lock-in period
3. One month's rent as penalty if vacated without/late notice period
4. Uptown stays reserves the right to terminate tenancy

Other conditions

1. **Uptownstays** authorized representative shall have access to the room to show the vacant beds In case you wish not to be disturbed, members are encouraged to reserve the entire room.
2. Vacating notice to be intimated to us, on or before 1st of the calendar month

Guest policy

1. Guests are allowed till ground floor lounge area only. However the family members of inmates (only parents, siblings of same gender) will be allowed to dining/common areas and however, we provide accommodation based on short stay tariff* for a stay up to 2 days, subject to the availability of beds upon submitting of the KYC documents.

Disputes & Jurisdiction

Dispute between the parties, if any, the above agreement shall be subject to jurisdiction of the courts at Hyderabad.