



# Dormitory Lease Agreement

This is a lease agreement between the management company, PYC Investment Group, LLC, hereafter “WE” or “US.” and the resident, \_\_\_\_\_, hereafter “YOU” or “YOUR”, for YOUR stay at the dormitory of the center which YOU are enrolled, hereafter, “DORM”.

To be eligible to reside at the DORM, YOU must be currently enrolled or YOUR last enrollment date must be within 30 days at POLY Languages Institute, hereafter “SCHOOL”. Authorized vacation period will be treated as if YOU are enrolled. The maximum lease period allowed is 120 days at a time.

This agreement begins on \_\_\_\_\_ at **2:00 p.m.** and ends on \_\_\_\_\_ at **10:00 a.m.** YOU may extend YOUR stay only if a room is available. To extend YOUR stay, the rent is due at the time of booking. **The room is available on a first-come first-served basis.** WE do not reserve a room without receiving the required payments (for new residents: housing placement fee and security deposit, and for continuing residents: the rent for the additional lease period as well). The extended period must be continuous, which means the last day of your stay must be the start date of YOUR new lease; otherwise, another housing placement fee will apply. Additionally, the rent due for extended stay must be paid by the last day of your lease. Otherwise, the **Overstay Fee** will apply until the day you pay for renewal of YOUR lease.

**Payment Method** - Payments must be made through SCHOOL. For new residents, applicable payments may be made to SCHOOL acceptable by SCHOOL. For continuing residents, all payments must be paid by cash or check (payable to PYC Investment). Otherwise, there is a Money Transfer Service fee of \$25.

**Rental Rate** - The rental rate for the DORM rooms are as follows: Single (\$26/day or \$780/30 days); Double (\$23/day or \$690/30 days). For any booking less than 30 days, a **Less-Than-30-Day (LT30)** fee of \$45 will apply.

**Amenities** - YOU can expect a room (a twin-size bed, a desk, and a closet/drawer), a shared kitchen with a refrigerator (utensils and cookware are not included), a shared/private bathroom (a shower stall, a toilet, and a sink) and a living room with a T.V. set and wireless internet access. For all other items, YOU provide YOUR own.

**Bedding Set** - Using a bed without a fitted sheet is NOT allowed for sanitary reasons. WE provide a bedding set for YOUR purchase on the day you check in. It is \$65 which YOU must pay directly to the person who assists you with the check-in process. The bedding set includes a pillow, a pillowcase, a fitted sheet and a blanket.

**Key** - YOU will be given a key for the main entrance to the DORM and a key to YOUR room. If YOU are locked out or have lost YOUR keys, call the Resident Advisor (RA)/Housing Coordinator (HC). There is a replacement fee of \$45 for lost keys. If YOU are locked out, there is a service fee of \$45 if someone has to travel to the DORM in order to open the door for YOU. YOU must pay applicable fees directly to the RA/HC within 24 hours.

**Security Deposit** – There is a security deposit of \$200 due at the time of booking. The security deposit is fully refundable. However, WE will deduct from YOUR security deposit any damages and/or cleaning charges deemed necessary to restore the unit to its originally rented condition and other applicable charges as stated herein. For the security deposit, YOU must submit the required form available at the SCHOOL within 30 days after YOUR check-out. WE process the forms within 30 days of OUR receipt. YOU may pick up the check from the SCHOOL or pay a mailing fee (\$30 within the U.S. or \$65 outside the U.S.).

**Check-in** - For a proper orientation when checking into the DORM, notify the SCHOOL the date & time, at least 10 days prior to YOUR move-in date, and the check-in time must be between 2:00 p.m. and 8:00 p.m. YOU should receive a confirmation email from the SCHOOL about the check-in arrangements.

**Check-out** - When checking out, contact the SCHOOL for the arrangement. Remove all of your belongings, return the keys, and check out by the lease expiration date before **10:00 A.M.**

**Overstay Fee** - If YOU overstay the lease, YOU will be charged \$70 per day in addition to the normal *Rental Rate*. Failure to remove your belongings or return the keys in a timely manner will be also considered as overstaying for up to **3** days.

**Cleaning Service Fee** - There is a cleaning service fee of \$45 to restore the room and the bathroom YOU used, and YOUR share of cleaning the common areas to their original condition provided to YOU at the time of YOUR check-in. To waive the fee, email the SCHOOL at least 5 days prior to YOUR check-out date. In the email, request for a waiver and specify the date and time you will check out. The fee will be waived **after verifying** that the room, bathroom, and other areas YOU used are in their original condition so that a cleaning service is not required.

**Change of Room** – YOU cannot change rooms without permission from the SCHOOL. For the permission, the lease period must be the same or longer, and a Change-of-Room (COR) fee of \$45 must be paid. The same Check-out and Check-in policies, procedures, and applicable fees will apply.

**Using a Shared Room** - Clean YOUR room, closet, bathroom and desk if YOU are renting a shared room. WE will email YOU in advance about a student checking in to YOUR room. By at least two hours before the check-in time, ensure that all of YOUR belongings are only in the areas designated for YOU, and clean the room and the bathroom to their original conditions. If a cleaning service is required due to YOUR neglect, YOU will be charged a Cleaning Service Fee of \$45 to clean YOUR mess. You will be notified of the charges by email. Be fair to YOUR new roommate.

**Inviting Guests** – Inviting guest is permitted only as stated under the *Dorm Rules and Regulations*. Violation of the policy, especially allowing an overnight stay, will have a penalty charge up to \$90 per guest per night.

**Common Area Maintenance** - All dormitory residents are equally responsible for maintaining the common areas and facilities on the premises in good, clean condition. Clean the kitchen (including food items in the refrigerator) and other common areas applicable to YOU. WE will deduct from YOUR security deposit any necessary replacements, repairs or cleaning costs due to neglect, abuse, and misuse of the premises including furniture, fixtures and appliances. If you have a new resident checking in, you will be informed in advance. Make the effort to clean the common areas including the Kitchen. Do not leave any unwashed dishes or trash in the common areas. If a cleaning service is required due to your neglect, YOU and the other applicable residents will be charged \$45 per individual. Please be fair to your fellow residents.

**Lease Assignment** – YOU may not assign this Agreement to anybody under any circumstances.

**Severability** – Should any part of this Agreement be rendered or declared invalid, such provisions will not affect the validity or enforceability of the remaining provisions.

**Rules and Regulations** – The *Dormitory Rules and Regulations* must be observed at all times. There will be additional rules and regulations set by the SCHOOL as deemed necessary, for example, taking turns disposing of trash bags in the kitchen to the trash bins outside, taking turns vacuuming the common areas, not leaving YOUR laundry or personal items in the living room area, and more. Failure to follow the rules and regulations may lead to monetary penalties, and/or a possible eviction from the DORM without any refunds. The Rules and Regulations are subject to change with a 5-day notice at the sole discretion of US. Talk to the administration staff from the SCHOOL for more information.

**Acknowledgement** – By signing below, I acknowledge that this is a binding contract. I have read and understood the agreement, and I agree to all the terms and conditions stated herein and the Rules and Regulations provided to me which is subject to change.

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Date	Name of Lessee (Student)	Signature of Lessee (Student)
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Date	Name of Administrator	Signature of Administrator
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## Dormitory Rules and Regulations

It is our sincere desire to provide YOU with a clean, safe, and comfortable living environment, and WE need YOUR help. As a resident, YOU have responsibilities to the DORM, YOUR fellow residents, and YOUR neighbors. The Rules and Regulations of the DORM stated below must be observed at all times.

1. Illegal substances of any kind are not allowed. The DORM has a zero tolerance policy on drugs.
2. No firearms, knives, or dangerous weapons are allowed in the DORM rooms or on the premises ever.
3. Smoking is not allowed inside the DORM, including balconies and patios. Smoking is allowed only in the areas designated by the SCHOOL.
4. No heavy drinking of alcohol is allowed. Students under the age of 21 are not allowed to drink at all.
5. Do not store cash or items of value in your room. WE are not responsible for loss or damage to any personal items.
6. No pets are allowed on the premises.
7. Up to 2 guests as a whole for the DORM are allowed between 10:00 a.m. and 7:00 p.m. For exceptions, you must obtain approval from all the tenants living in the DORM. In all cases, unless you have a written approval from the SCHOOL, you may not invite more than 3 guests and stay beyond 10:00 p.m. Absolutely, NO OVERNIGHT guests are allowed. Refer to YOUR lease agreement for the penalty of this fee.
8. No burning of any materials is allowed, including but not limited to candles and incense. Barbecuing is not allowed without permission from the SCHOOL.
9. Clean up immediately after YOUR use of bathrooms, kitchen, and other common areas. Participate in cleaning with other residents on the given cleaning day. Failure to do so may incur cleaning service fees.
10. Do not damage or remove any items that belong to the DORM. Do not rearrange furniture without prior authorization. Any damages, beyond normal wear and tear, identified and not previously reported to US will be assumed to have occurred during YOUR residency and YOU will be charged.
11. No bikes are allowed in YOUR room or anywhere inside the DORM. Bikes must remain outside.
12. Keep YOUR room clean and all personal belongings stored neatly, especially when YOU are sharing a room.
13. Do not make excess noise in or around the DORM at any time. Any behaviors or activities that may disrupt other residents are prohibited - and may lead to disciplinary action and possible eviction.
14. Follow additional rules and regulations set by the SCHOOL, which are meant to be sensible and foster proper etiquette for the welfare of YOU and fellow tenants.

\*The Dorm Rules and Regulations are subject to change with a 5-day notice.