

2019

# Welcome to The Lime Tree



The Lime Tree

1/1/2019

# THE LIME TREE INFORMATION

The Lime Tree is a modern, co-educational, multi-cultural fun student hostel, providing individual rooms and double / twin rooms with shared living and kitchen facilities. The Lime Tree provides a safe environment conducive to both academic study and a positive social life. These Conditions of Residency have been developed to make life in the Lime Tree positive and fulfilling.

Your fees cover your fully furnished bedroom, reasonable use internet data, electrical and heating costs, the use of the shared kitchen and living and laundry facilities (washers and dryers are coin operated). Meals are not provided. The Lime Tree is located in central Hastings close to a number of food outlets and a supermarket.

Each bedroom has a bed, wardrobe, study-table with lamp, chair, notice board, and is heated in the winter. You can bring your own bedding, including pillow(s), sheets, blankets/duvet. Alternatively, a linen pack is available to purchase for \$150.

## ELIGIBILITY

The Lime Tree accepts tertiary students aged 18 years and over.

The minimum length of residency is 20 weeks, unless agreed prior to your acceptance. If you apply for a longer period e.g. an academic year and you are accepted, this becomes your minimum contract period.

The Lime Tree accepts Eastern Institute of Technology (EIT) application forms. Students applying as a couple may state their applications are conditional on both applicants being accepted by the Lime Tree.

## ACCOMMODATION FEES

Accommodation fees are \$170 per week for a single room and \$140 per person for a double / twin room (includes reasonable use of power and internet data).

The minimum fees payable are ten weeks in advance (a term) which must be paid before the start of each term. Fees can also be paid by semester (two terms) in advance or for the academic year (four terms) in advance. Preference will be given to students who pay one or two semesters in advance.

Residents have the option of remaining in the village during term/ semester breaks at an additional weekly charge.

## BOND

A \$300 bond is payable on application. This bond is refundable in part or full under the following circumstances:

If you do not gain a place in the Lime Tree, your \$300 bond will be refunded in full. If you do gain a place in the Lime Tree but elect not to take your offered place/s, \$150 of your bond will be refunded.

Bonds will be refunded in full within one week of leaving the Lime Tree as long as there is no damage done to the room or building. Any cost for repairs and excessive cleaning will be shared amongst all residents unless responsibility is accepted by a specific person or persons.

At times during November to February the Lime Tree is rented to holiday makers. This assists to keep fees as low as possible. If you wish to stay during this time, and your application is accepted, you may be required to move rooms. Our normal weekly rate and conditions will apply.

## RULES AND CONDITIONS OF RESIDENCY

Important: Please make sure you have read and fully understand the Rules and Conditions of Residency before you sign the Lime Tree Residency Agreement. These Rules and Conditions of Residency form part of the Residence Agreement.

### Alcohol

The Lime Tree is an alcohol-free environment. Any serious or repeated infringement of this rule will be viewed most seriously and may lead to residents being expelled.

### Chattels

The resident shall not remove any chattels from the premises.

### Cleaning and Safety Inspections

The Manager will carry out regular inspections of the bedrooms including cleaning, safety and maintenance. Rubbish build-up in rooms is considered to be a fire-risk. Adequate disposal bins are provided, and it is up to residents to ensure their personal rubbish is removed regularly.

### Communal Living

The resident shall not act in any manner that is likely to disturb the quiet occupancy of other residents or neighbours. Residents are to agree on a roster of duties and responsibilities, so the Lime Tree operates harmoniously.

### Contacting Parent/Rent Guarantor

The Manager reserves the right to contact the next of kin, parents or the rent guarantor if the Manager is concerned about any aspect of the residency, including the resident's behaviour.

### Contract Period

Residents who wish to leave the village will still remain liable for their rental commitment for the agreed contract period.

The contract period will be the duration of the accommodation agreed between the Manager and resident in response to that requested on the Lime Tree Room Application Form.

If you are entering a programme in July (Semester Two), please indicate this on your Student Village Room Application Form.

### Dangerous Goods

Weapons, ammunition, fireworks, explosives, flammable liquids, candles, incense and oil burners are not permitted.

### Electrical Appliances

Only the major electrical appliances supplied by the Manager (refrigerator, stove, microwave) are to be used in the kitchen area. Personal computers are permitted, but no personal heaters, cookers etc. are to be used in the bedrooms.

### Grounds

The maintenance of grounds will be the responsibility of the Manager. However, any litter or rubbish left adjacent to the premises is the responsibility of the residents jointly.

### Health and Safety

A guide to the Health and Safety in accommodation will be provided by the Manager.

### Illness or Accident

Cases of serious illness or accident should be reported to the Manager/ Senior Resident immediately. Where necessary, medical assistance will be contacted by the Manager/Senior Resident.

### Immediate Termination

The Manager may action immediate termination in any case where:

- Any rules or conditions of residency are breached.
- Fees have not been paid in full by the due date.
- The resident has caused or threatened to cause damage to the premises.
- The resident has assaulted or threatened to assault the Manager or any visitor or another resident.
- The resident is intoxicated on the premises.
- The resident has any firearms or weapons on the premises.
- The resident has after a written warning, continued to leave the premises in a filthy state.
- The resident has provided false details in their application.

### Insurance

Insurance of personal possessions is the sole responsibility of each resident.

### Laundry

A modern laundry is provided on site. Washers and dryers cost \$3 per load.

### Manager

The Lime Tree Manager is empowered to determine whether any behaviour breaches the rules or conditions of residency. The Manager has the discretion to impose a penalty or take action as the Manager considers reasonably appropriate given the breach and taking into account the rights of other residents.

### New Zealand Fire Service False Alarms

It is now the policy of the New Zealand Fire Service to recover the costs involved in attending false alarms generated by fire alarms in accordance with section 47C 4) Fire Service Act 1975. Should you or any of your guests activate the fire alarm for a false callout you will be charged \$500 or the actual callout charge, whichever is higher.

### Noise

Unreasonable or excessive noise which disturbs residents and prevents them from sleeping or studying is not permitted. The use of headphones is strongly recommended. The use of amplified musical instruments (eg. electric guitars) is specifically forbidden in the units.

### **Notice of Termination of Agreement**

Apart from "Immediate Termination" provisions, the Manager will give five weeks' notice of termination to residents in writing.

### **Personal information and Privacy**

The Lime Tree may collect and hold personal information about you. We will use that information to carry out services for you. You authorise us to disclose, in the normal course of performing the Services, such personal information to third parties for the purpose of providing the Services and any other purposes set out in these Terms. Residents agree to the Lime Tree disclosing any personal information with the tertiary provider which the resident attends or any health professional or the Police.

We may disclose personal information about you to third parties such as credit agencies to perform a credit reference or to undertake credit management or collection processes if it is reasonable to do so.

The information we collect and hold about you will be kept at our offices and/or at secure file storage sites (including electronic file storage sites) elsewhere. You have the right to access and correct this information. If you require access, please contact the manager.

All personal information collected and held by the Lime Tree is covered by the twelve Information Privacy Principles under the Personal Information and the Privacy Act 1993: .

### **Payments and Refunds**

Accommodation fees are to be paid a minimum of ten weeks in advance. Payments are due prior to arrival and prior to the commencement of each term. Refunds will occur only where the total cleared payments by the resident exceed all accommodation and related fees payable under this agreement together with any other debts owing to EIT.

### **Pets**

No pets are permitted.

### **Provision of Keys and Lost Keys**

A fee of \$40 will be charged for a replacement if a resident loses a key.

### **Renovations**

The resident shall not make any renovations, alterations or additions to the premises without the Manager's consent.

### **Responsibilities**

#### **The Lime Tree will:**

- Provide and maintain the premises in a reasonable state of repair.
- Pay any rates, land tax and minimum water charges.
- Not interfere with the residents' quiet enjoyment of the premises.

#### **The Residents will:**

- Keep the premises clean, tidy and clear of rubbish and notify the Manager of any repairs needed.

- Pay any personal telephone and internet costs incurred at the premises.
- Not damage or permit damage to the premises.
- Leave the premises clean, tidy and clear of rubbish. Clean up after themselves in the kitchen including doing their dishes and those of other residents occasionally on a roster system. Only use bathroom facilities for their designed purposes.
- Not supply or consume alcohol or permit the consumption of alcohol within the Lime Tree complex.
- Not smoke anywhere within the Lime Tree.
- Not cook durian within the Lime Tree.
- Not allow non-residents to sleep in any areas of the Lime Tree, except with the prior permission of the Manager or Senior Resident. A \$10 overnight fee may apply.

### **Rights to Enter:**

- For inspection purposes the Manager retains the right to enter the communal areas at any time.
- The Manager retains the right to enter for cleaning purposes as outlined under cleaning.
- The Manager will give not less than 24 hours' notice of inspection of bedrooms. This will not apply in cases of emergency or to effect previously requested repairs.

### **Room Allocation**

The resident will be allocated a room by the Manager. The Manager has the discretion to move the resident and re-allocate a substitute room.

### **Senior Residents**

The Senior Residents have some management responsibilities and is the Manager's representative. Residents must co-operate with the Senior Residents to enable the Lime Tree to run harmoniously. There will be one male and one female Senior Resident.

### **Sexual Harassment**

Sexual harassment is prohibited and will not be tolerated in any form. Residents of the Lime Tree will be required to observe Eastern Institute of Technology policy regarding sexual harassment.

### **Smoking and Drugs**

The Lime Tree is a smoke free environment. If you are a smoker, this will not jeopardise your opportunity to reside in the Lime Tree. However, you will be required to observe the smoke free policy. The use of illegal drugs is forbidden. Residents found or suspected of using illegal drugs may be expelled from the Lime Tree immediately.

### **Subletting**

The resident may not sublet the premises.

### **Security Cameras**

The Lime Tree operates security cameras only in common areas of the building for the safety of residents and visitors as

well as to assist with adherence with these Rules and Conditions of Residency. Footage from the security cameras will not be viewed except for security reasons and then only by authorised Lime Tree personnel, the Police or the student's tertiary provider.

**Transport**

Limited car parking space is available to residents only at \$15 per week. The Lime Tree has a lockable storage shed for bicycles.

**Visitors**

Residents are totally responsible for the behaviour of their visitors and will be held accountable if their visitors cause problems. Overnight visitors can only be accommodated with the prior permission of the Manager. All visitors must leave the premises by 10.00 pm.

## THE LIME TREE APPLICATION FORM

Length of accommodation required - **PLEASE TICK** ✓

Do you wish to pay your fees - **PLEASE TICK** ✓

Semester One (Terms 1 & 2 - 20 weeks)		By Term in advance - 10 weeks	
Semester Two (Terms 3 & 4 - 20 weeks)		By Semester in advance - 20 weeks	

Preference will be given to students who pay for one semester or two semesters in advance.

Full Name: \_\_\_\_\_  
(First name/s) (Family name/Surname)

Preferred First name: \_\_\_\_\_ Female  Male

Attach passport  
photograph here

Which programme/s have you applied for:

\_\_\_\_\_

Have you been accepted: Yes  No

Home Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (If different from above)

Where did you first hear about the Lime Tree?

\_\_\_\_\_

Why did you choose to study in Hawke's Bay?

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Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (if known)

Are you a NZ Resident: Yes  No

If "no" which country are you from? \_\_\_\_\_

Which ethnic group do you identify with? - **PLEASE TICK ✓**

Māori		European		Pacific Islands		South American)	
Asian		African		Arab		Other	

**PLEASE TICK ✓**

Do you like to study with the stereo or TV on?		Yes		No	
Do you usually go to bed		Before midnight		After midnight	
Is your housekeeping	Spotless		Neat		Untidy
What music do you like?	Pop/rock		Reggae		Country
	Heavy Metal		Classical		Other (specify)
What form of transport will you use?	Car		Motorbike		Bicycle
	Public transport				
Do you wish to be considered for the role of "Senior Resident"?		Yes		No	

There will be two Senior Residents – one male and one female. The Senior Resident's enjoy a larger room in return for some management responsibilities.

Do you have a medical condition? e.g. hearing loss, bulimia, anorexia, asthma, diabetes, epilepsy, allergy, psychological disorders/  
mobility condition?

If "yes" please give more information: Yes  No

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**IN CASE OF EMERGENCY**

Name of parent or guardian:

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Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

In the event that you are admitted to hospital while a resident in the Lime Tree, you authorise hospital and medical staff to give information to the Lime Tree managers so that they can inform your emergency contact people accurately of your condition and required treatment or support.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## THE LIME TREE RESIDENCY AGREEMENT

**Between:** The Lime Tree Hastings Limited (the Lime Tree)

**and**

**Resident:**

\_\_\_\_\_

(first name/s)

\_\_\_\_\_

(family name / surname)

If this application is accepted, the Lime Tree agrees to provide the Resident with accommodation and the Resident agrees to pay the accommodation fees in advance in terms of this Residency Agreement and to abide by the Rules and Conditions of Residency.

The Resident agrees that the information provided on the Lime Tree website and in the resident's application form is part of this Residency Agreement and is legally binding.

### Accommodation Fees – please circle option selected:

Single Room Fees	\$1,700 (ten weeks)	or	\$3,400 (20 weeks)	or	\$6,800 (40 weeks)
Double / Twin Room	\$1,400 (ten weeks)	or	\$2,800 (20 weeks)	or	\$5,600 (40 weeks)

*Double / Twin Rooms are shared with one other person*

All fees are payable in advance with the minimum fees payable being ten weeks. Preference is given to those paying for one or two semesters in advance.

### Accommodation Bond:

A \$300 bond is payable on application. This bond is refundable in part or full under the following circumstances:

- If you gain a place in the Lime Tree, but elect not to take your offered place, \$150 of your bond will be refunded.
- If you do not gain a place in the Lime Tree, your \$300 bond will be refunded in full.
- Bonds will be refunded in full within one week of leaving the Lime Tree - as long as there is no damage done to the room or building. Any cost for repairs and excessive cleaning will be shared amongst all residents unless responsibility is accepted by a specific person or persons.
- Pets: Not permitted
- The Lime Tree bank account number is: 06-0701-0203185-00

Account Name: The Lime Tree Limited

Account Number: 06-0701-0203185-00

Bank: ANZ BANK

*Payments must include the student's name and the reference details.*

**RESIDENT'S DECLARATION:**

Please note that the whole application form is a binding legal document. Please ensure you understand it and your commitments involved when you apply.

I declare all information given on this application form is true and correct. I understand that if I am offered accommodation at The Lime Tree and accept, I agree:

1. To remain in residence for - (please tick a box)  
  
(a) Semester One  Semester Two   
(terms 1 & 2) (terms 3 & 4)  
OR  
(b) a period as agreed by the Manager in writing, prior to my acceptance.
2. To meet payment of accommodation fees in advance by the due dates as outlined in the application information and this document.
3. That I remain liable for my rental commitment for the agreed contract period even if my residency is terminated.
4. That my residency will be terminated if I cease to be a tertiary student enrolled in a full-time programme and that in such event my rental commitment for the agreed contract period will continue even though my residency has been terminated.
5. To pay all costs incurred by the Lime Tree relating to the recovery of any amounts overdue under this agreement including legal and debt collection agency costs.
6. That I confirm I have read, understood and agree to abide by the Rules and Conditions of Residency in The Lime Tree as outlined in this application and on the Lime Tree website.
7. That I acknowledge the Rules and Conditions of Residency may need to be changed from time to time in the interests of safety and consideration to other residents and I agree to abide by them.

Resident's Signature: \_\_\_\_\_

Bond \$300.00  Attached

The Lime Tree Hastings Limited: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICANT'S PERSONAL STATEMENT

To be completed by the student in support of their application.

Full Name:

\_\_\_\_\_

(First name/s)

\_\_\_\_\_

(Family name/surname)

Which programme have you applied for:

\_\_\_\_\_

Please list your cultural interests, involvements and achievements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your sporting interests, involvements and achievements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your community service activities, involvements and achievements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_



General Comments:

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Referee's Details (the person providing this reference):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



General Comments:

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Referee's Details (the person providing this reference):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_