

2021

Welcome to The Lime Tree



Friendly | Quality | Convenient

1/1/2021

# THE LIME TREE INFORMATION

The Lime Tree provides modern, multi-cultural fun student accommodation. It has single 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.

Your fees cover your furnished bedroom, high speed wi-fi, power and heating costs, use of the modern 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, chair and is heated in the winter. You can bring your own bedding, including pillow(s), sheets, blankets/duvet. In winter you will need a duvet. Alternatively, a linen pack is available for \$150 (cost may vary with options selected).

## ELIGIBILITY

The Lime Tree accepts students aged 18 years and over, partners of students and recently graduated students.

Students may apply as a couple.

The Lime Tree accepts Eastern Institute of Technology (EIT) accommodation application forms.

## ACCOMMODATION FEES

Accommodation fees are \$200 per week for a single room and \$150 per person for a double / twin room (includes reasonable use of power and internet).

The minimum length of residency is 10 weeks paid in advance. No refunds are given. Fees can also be paid by semester (20 weeks) in advance or for the academic year (40 weeks) in advance. Preference will be given to students who pay one or two semesters in advance.

Residents may remain in the Lime Tree during holiday periods or for the summer semester which runs from late October to February.

Carparks are available for \$10 per week.

## 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 decide not to take your place, \$150 of your bond will be refunded.

Bonds will be refunded in full within a 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 person or persons.

## RULES OF RESIDENCY

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

### Alcohol

The Lime Tree is an intoxication-free environment, but moderate alcohol use is accepted.

### Cleaning and Safety Inspections

The Manager may carry out occasional inspections of the bedrooms. Residents are responsible for cleaning their rooms.

### Communal Living

Resident must not disturb the quiet occupancy of other residents. *Residents agree to be on a roster for tidying the kitchen and outdoor room once a fortnight. Residents can opt out of this cleaning roster by paying an additional \$10 per week.*

### Contacting Next of Kin/Parent

The Manager reserves the right to contact next of kin or parents if the Manager is concerned about the resident's behaviour.

### Contract Period

Residents who leave remain liable for their rental for the agreed contract period: refunds are not given.

The contract period will be the duration of the accommodation agreed between the Manager and resident.

Residents will be given the opportunity to renew their contract at least one month before it expires. If residents decline to renew or do not make a decision within a week, then their beds will be placed on the vacancy list for new residents.

### Dangerous Goods

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

### Electrical Appliances

Personal heaters or cookers etc are not to be used in bedrooms.

### Health and Safety

The Manager will provide Health and Safety information.

### 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:

- Rules of residency are breached repeatedly.
- Fees have not been paid in full by the due date.

- The resident has damaged the premises.
- The resident has assaulted or threatened to assault anyone.
- The resident is intoxicated on the premises.
- The resident has any firearms or weapons on the premises.
- The resident has after a warning, continued to leave the premises in a dirty state or has not cleaned up after themselves in the kitchen.
- The resident has provided false details in their application.
- Sexual harassment.

### Insurance

Insurance of personal possessions is the responsibility of each resident.

### Kitchen

Please clean up after yourself and keep the kitchen tidy. Dishes should be washed, dried and put away immediately after cooking. Benches should be wiped down.

### Laundry

A modern laundry is provided on site. Washers and dryers cost \$4 per load.

### Litter

Please do not leave any litter or rubbish around the premises as we have to pick it up.

### Maintenance

Please tell the Manager if anything is broken or not working so it can be fixed.

### Manager

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

### Fire Service False Alarms

The New Zealand Fire Service recovers costs of 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 the actual callout cost.

### Noise

Unreasonable or excessive noise which disturbs residents and prevents them from sleeping or studying is not permitted. Please use headphones for music.

### Notice of Termination of Agreement

The Manager will give three weeks' written notice of termination unless it is an "Immediate Termination".

### **Personal information and Privacy**

The Lime Tree may collect and hold personal information about residents. We will use that information to carry out services. Residents authorise the Lime Tree to disclose personal information to third parties for the purpose of providing the Services and any other purposes set out in these Rules. Residents agree to the Lime Tree disclosing personal information to the resident's tertiary provider, any health professional or the Police.

The Lime Tree 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.

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 Information Privacy Principles under the Personal Information and the Privacy Act 2020.

### **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. If residents leave before the end of their contract periods, they will not receive a refund.

### **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 or swipe card.

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

- Provide and maintain the premises in a good state of repair.
- 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.
- Have adequate linen.
- 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' fortnightly on a roster system. Only use bathroom facilities for their designed purposes.

- Not smoke anywhere within the Lime Tree.
- Not cook durian within the Lime Tree. Not cook in bedrooms.
- Not allow non-residents to sleep in the Lime Tree, except with the prior permission of the Manager or Senior Resident. A \$10 overnight fee may apply.

### **Rights to Enter:**

- The Manager may enter communal areas at any time.
- 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 may move the resident to a substitute room.

### **Sexual Harassment**

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

### **Smoking and Drugs**

The Lime Tree is a smoke free environment. Residents must 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 their room.

### **Security Cameras**

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

Twelve car parking space is available to residents at \$10 per week. There is a bicycle stand 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 (20 weeks)		10 weeks in advance	
Semester Two (20 weeks)		Semester in advance - 20 weeks	
Summer semester (aprox 10 weeks)		10 weeks in advance	

Five weeks is the minimum period to pay accommodation fees in advance. Preference will be given to students who pay for a semester in advance.

Do you require a carpark? Yes ☐ No ☐ (carparks cost \$10 per week)

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

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

What date do you require accommodation from: \_\_\_\_\_

Which programme/s have you applied for:

\_\_\_\_\_

Have you been accepted: Yes ☐ No ☐

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

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

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

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

Your bank account number for bond refund: \_\_\_\_\_

Where did you hear about the Lime Tree? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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 have a medical condition? e.g. hearing loss, bulimia, anorexia, asthma, diabetes, epilepsy, allergy, psychological disorders/ mobility condition? Please provide details:

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**IN CASE OF EMERGENCY** - name of parent or next of kin:

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

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

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

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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 of your condition and treatment.

## 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 and to abide by the Rules 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

King Single Room Fees                      \$2,000 (ten weeks)                      or                      \$4,000 (20 weeks)

Double / Twin Room                      \$1,500 (ten weeks)                      or                      \$3,000 (20 weeks)

Double / Twin Rooms are shared with one other person. All fees are payable in advance with the minimum fees payable being five weeks. Preference is given to those paying 20 weeks in advance.

### Bond

A \$300 bond is payable on application. This bond is refundable in part or full in these 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 - provided there is no damage to the room. Any cost for repairs and excessive cleaning will be shared amongst all residents unless responsibility is accepted by a person or persons.
- The Lime Tree bank account is: Account Name: The Lime Tree Hastings Limited  
Account Number: 06-0645-0604573-00 Bank: ANZ BANK  
*Payments must include the student's name.*

### RESIDENT'S DECLARATION

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

1. I declare all information given on this application form is true and correct.
2. I agree to remain in residence for the period I have selected.
2. I agree to meet payment of accommodation fees in advance by the due dates.
3. I remain liable for my rental commitment for the agreed contract period even if my residency is terminated.
6. I have read, understood and agree to abide by the Rules and Conditions of Residency as outlined in this application.

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

Bond \$300.00 ☐ Attached

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

Date:

***Please provide a copy of your passport as identification***

**APPLICANT'S PERSONAL STATEMENT**

Please list your cultural interests, involvements and achievements:

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Please list your sporting interests, involvements and achievements:

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Please list your community service activities, involvements and achievements:

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Signature: 

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## REFEREE'S STATEMENT

The Referee is asked to complete this form in support of an application for a place in the Lime Tree. When completed, this form should be returned to the Lime Tree Manager.

Applicant's Full Name: \_\_\_\_\_  
(First name/s) (Family name/surname)

I have known the Applicant for \_\_\_\_\_ years.

Please comment on the applicant's self-discipline; attitude towards personal study; ability to relate to and show concern for others and those of other cultures; personal behaviour and social maturity; suitability for living in a student accommodation and adapting to new situations:

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General Comments:

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

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

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

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

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

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