

2022

Welcome to The Lime Tree



THE LIME TREE INFORMATION

The Lime Tree provides modern, multi-cultural fun accommodation for students and young people working in Hawke's Bay. 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 \$4). Carparks are \$20 per week. Meals are not provided, but The Lime Tree is located in central Hastings, close to several food outlets and two supermarkets.

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 vary with options selected).

ELIGIBILITY

The Lime Tree accepts students aged 18 years and over, partners of students, recently graduated students and young people working in Hawke's Bay. Applicants may apply as a couple.

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

ACCOMMODATION FEES

Long term stays are periods longer than eight weeks. Long term fees per week are:

- \$220 for a single room
- \$160 per person in a double / twin room.

Fees must be paid four weeks in advance or an additional \$10 paid per week. No exceptions. No refunds.

Short term stays are periods from two to eight weeks. Short term fees per week are:

- \$300 for a single room
- \$200 per person in a double / twin room.

Fees must be paid two weeks in advance. No exceptions. No refunds.

BOND

A \$300 bond is payable on acceptance. Your place is not guaranteed until your bond is received.

Bonds will be refunded in full within a week of leaving the Lime Tree if there is no damage done to the room or building. Costs for repairs or excessive cleaning may 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 of Residency before you sign the Lime Tree Residency Agreement. These Rules of Residency form part of the Residency 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 bedrooms.

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 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. Generally dine in the dining area rather than in their bedrooms.
- Not bring extra furniture into their rooms without permission.
- 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 \$20 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.

APPLICATION FORM AND RESIDENCY AGREEMENT

Full Name:

(First name/s) (Family name/Surname)

Preferred First name: _____ Female Male

What date do you require accommodation from: _____

Where are you studying or working:

Home Address:

Mailing Address: _____ (If different)

Telephone: _____

Email: _____

Your bank account number for bond refund: _____

Where did you hear about the Lime Tree? _____

Student ID Number: _____ Date of Birth: _____

(if known)

Are you a NZ Resident: Yes No If "no" which country are you from? _____

PLEASE TICK ✓

Which ethnic group do you identify with? -

Māori		European		Pacific Islands		South American)	
Asian		African		Arab		Other	

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:

IN CASE OF EMERGENCY

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 person.

Name of emergency contact person:

Telephone: _____

Email: _____

Address: _____

Accommodation Fees – please tick option selected

Double / Twin Rooms are shared with one other person.

Long term King Single Room(four weeks minimum) \$880	
Long term Double / Twin Room (four weeks minimum) \$640 per person	
Short term King Single Room (two weeks minimum) \$600	
Short term Double / Twin Room (two weeks minimum) \$400 per person	

Long term fees must be paid four weeks in advance or an additional \$10 paid per week. No exceptions. No refunds.

Do you require a carpark? Yes No (carparks cost \$20 per week)

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

- 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 legally binding. Please ensure you understand it.

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.
3. I agree to pay accommodation fees in advance.
4. I have read, understood and agree to abide by the Rules and Conditions of Residency as outlined in this application.
I agree not to clean up after myself and not to drop litter

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.

Resident's Signature: _____

The Lime Tree Hastings Limited: _____

Date:

Bond \$300.00 attached

Copy of passport attached

APPLICANT'S PERSONAL STATEMENT

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: _____

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:

General Comments:

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

Name: _____

Email: _____

Address: _____

Signature: _____

Date: _____