



2018 Academic Housing Contract

A Introduction:

This contract consists of an agreement between the resident and Domus Manara Academic Housing. By signing this contract, the resident approves its conditions and undertakes to stand by them.

B Housing Eligibility:

Domus Manara Academic Housing is available to Academic persons:

University students, graduates, professors, researchers, Academic staff or equivalent as may be deemed by Domus Manara.

C Housing Fees:

* The rent fees should be paid before the 25th of the previous month. If any delay in the rent fees payment is to occur the resident must inform Domus Manara by mail (domusmanara@gmail.com).

* Residents can make a reservation per month, per semester or per Academic Year.

* If the resident is to stay for a full Academic Year (which is set to be 9 months): fall and spring, the resident will benefit half a month discount for the month between the two semesters.

D Deposit Policy:

Residents are to pay a one-month-deposit upon signing the contract. This payment is separate from due rental fees. This deposit shall be returned to the payer upon executing all due clearances at the termination of the contract.

E Cancellation Policy:

Residents who cancel/terminate their housing contract before the indicated departure date will forfeit the paid deposit payment.

F Check in / Check out Policy:

Check-in must be confirmed one month prior to arrival.

Check-out must be confirmed one month prior to departure.

In case of short notice, deposit will be retained.

G Room Keys:

The room keys are handed to residents upon check in. They must be returned upon check out.

A charge of 60.000LBP will be imposed in the event of losing/not returning the keys.

H Damages:

Damages and/or alterations of Domus Manara property will result in a penalty directly deducted from deposit payment.

I Right to enter residents' rooms by Domus Manara:

The Residence Responsible reserves the right to enter the student's room without notice in the following instances:

- 1- When it appears that an occupant may be physically harmed or endangered.
- 2- When it appears Housing property is endangered.

Reasonable efforts will be made to inform the resident(s) in advance of any entry but cannot always be guaranteed. Domus Manara staff has the right to access a resident's room for the purpose of maintenance, inspection of facilities, health, safety and security.

J Dismissal from Domus Manara Academic Housing:

This Contract may be terminated for any of the following reasons:

- 1- The resident's actions endanger the health, safety or welfare of others.
- 2- The resident's engages in gross or disruptive behavior.
- 3- The resident's violates the rules and regulations.
- 4- The resident is not paying.

K Guest Policy:

Guests are allowed in Domus Manara. However, if the duration of the stay exceeds 3 nights, the resident must notify Domus Manara.

*** Domus Manara reserves the right to terminate the contract and to make changes to this agreement and supporting policies from time to time without prior notice.**

Name of resident:

I have read and approved

Date:

Signature:

L Application Form :

Personal information:

- * Family Name:
- * Father Name:
- * First Name:
- * Gender: M: F:
- * Birth Date: D: M: Y:
- * Nationality:
- * Email:
- * Mobile:
- * Fixed Line:
- * Name and number of person to call in case of emergency:

- * Major:
- * Academic level:
- * University:
- * Profession:

- * Check-in date D: M: Y:
- * Check-out date D: M: Y:
- * Apartment selection:

Requested Documents:

- * Passport or ID photocopy
- * Health Insurance Copy
- * Photo
- * Proof of university registration

I have read and approved

Date:

Signature:

M Things You Should Know :

*** Rules & Regulations:**

Domus Manara is your home away from home.

For the safety, security, comfort and wellbeing of all, residents must abide by the rules and regulations that are listed below.

1 Cleaning services:

Cleaning service will be provided twice a week

2 Laundry service:

A washing machine, dryer, iron and ironing board are available in the common area.

3 Smoking is forbidden in all Domus Manara Apartments

4 On call responsible is available 24/7 for all maintenance and behavioral issues.

5 Quiet hours are from 12:00AM to 7:00AM

6 No Pets are allowed

7 You are requested to give notice for a long absence for safety reasons.

*** What Should You Bring:**

Towels, toiletries and bath accessories

Hairdryer

Toilet paper

Laundry detergent & dishwashing

Kleenex

Additional hangers

Bedsheets

*** Do Not Bring:**

Arguileh

Toaster

Flammables - Candles - Incense

Gas stove

Halogen lamp

Heater

Iron

I have read and approved

Date:

Signature:

Domus Manara: Head office - Cornuche Al Nahr - Pearl Bldg - 1st Floor - Beirut - Lebanon

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