



APNA GHAR PG

घर से दूर, अपने घर जैसी सुरक्षा और सुविधा वाला पीजी
(ONLY FOR WOMEN & GIRLS)

PG Rules & Regulations (Effective Date: 30 April 2025)

Address: Village & Post Office – Baslambi, Gurugram, Haryana-122503

Contact: Mrs. Veena Trehan - 9974442832

1. Deposit and Payment Rules

- **Security Deposit:** Equivalent to **1 months' rent**. Refundable at time of check-out after deduction of any dues (damages, unpaid charges, etc.).
- **Advance Rent:** 1-month rent must be paid before check-in. No adjustment of deposit against rent.
- **Monthly Rent Payment:** Due by **5th of each month**. Late payment will attract a fine of ₹100/day.
- **Electricity Charges:** Charged on monthly bases as per sub-meter reading. Use of high-power appliances (heaters, kettle, induction, etc.) must be declared and will be charged extra.
- **Water Motor & Common Lights:** Charges to be divided equally among all occupants (fixed monthly or based on usage). Presently, after payment of Sub-Meter, the balance amount of Master Bill is equally distributed and charged to each resident for the Water Motor & Common Lights.
- **Building Maintenance:** Each resident is to be charged for Building Maintenance, which includes minor repairs, pest control, septic tank cleaning and upkeep of common areas. However, presently no amount is being charged for the building maintenance due to new construction.
- **Housekeeping Charges:** Each resident is to be charged for Housekeeping charges, which includes common area cleaning and disposal of waste from dustbins. Room cleaning available on request.
- **Security & CCTV Monitoring Charges:** Each resident is to be charged for Security & CCTV monitoring charges. This charge is mandatory for all residents, however presently no amount is being charged for Security & CCTV Monitoring.

2. Dress Code (Decency Policy)

- Residents must wear **modest and weather-appropriate clothing**.
- **Skin-tight, body revealing, transparent, short or body-hugging clothes are NOT allowed** in common areas and terrace/balconies or in close vicinity of PG building.
- Dressing should reflect dignity and respect for shared living.

Signature of PG Resident

3. Behavior Related Guidelines

a. With Neighbours:

- Each PG Resident is expected to maintain **polite and respectful communication** with neighbors.
- Each PG Resident to avoid unnecessary interactions that may cause discomfort or complaints.
- **Each PG Resident should ensure No loud talking, music or arguments** in balconies or corridors.

b. With Room Partners:

- Each PG Resident should be **courteous, clean, and cooperative**.
 - Each PG Resident should respect privacy, belongings, and shared responsibilities (cleaning, noise, etc.).
 - Any Disputes must be reported to the warden/owner immediately.
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4. Sanitation & Drainage Rules

a. Bathroom and Sewer Blockage:

- **Do NOT flush sanitary pads, cloth, diapers, or plastic polythenes etc. into toilets.**
- Use the designated disposal bins provided for sanitary pads.
- **Fine: ₹500 + actual plumbing charges**, if blockage occurs due to negligence.

b. Kitchen Sink & Washbasin:

- Do not dispose of **tea leaves, leftover food, oil, or solid waste** in sinks.
 - Use the dustbin for waste disposal.
 - **Fine: ₹300 + actual plumbing cost** for any blockages caused due to misuse.
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5. Visitor Policy

- Visitors are **strictly allowed only with prior written permission** from the owner/caretaker.
 - **Male visitors are NOT allowed inside the PG building.**
 - Female visitors (relatives/friends) may be allowed during **day hours only (10 AM to 7 PM)**.
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6. Entry / Exit & Night Out Policy

- **PG Entry/Exit Time:** From **6:00 AM** to Latest by **9:30 PM**. Main gate closes by **10:00 PM sharp**. Any exit before 6:00 AM or entry after 9:00 PM will be recorded in register kept with Caretaker.
- **Night Outs:** Allowed only with **prior intimation and requests submitted** before 6 PM. The necessary approval can be sought through PG Website/SMS/WhatsApp.
- Emergency exits permitted only with **valid reason and identity verification**.

Signature of Resident

7. Police Verification & Documentation

- All PG Residents/tenants must undergo **mandatory police verification**.
 - The following documents must be submitted at the time of joining the PG:
 - **Government-issued ID proof (Aadhaar, Voter ID, Passport)**
 - **Two recent passport size photo**
 - **Employment/College Proof (ID card, offer letter, admission letter)**
 - **Emergency contact details of guardian/parent**
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8. General Code of Conduct

- **Smoking, drinking, gambling, chewing tobacco or drug use is NOT** allowed anywhere on the premises of the PG building.
 - Loud music, shouting, or parties are strictly prohibited on the premises of the PG building.
 - Damages to property and furniture/fixtures will be chargeable at **actual cost**.
 - Residents must keep common areas and rooms **clean and tidy** at all times.
 - Use of personal high-wattage electrical appliances requires approval and may attract extra charges.
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9. Termination Policy

- PG management reserves the right to **terminate the stay** of any resident violating the above rules.
 - No refund will be made if the guest is asked to vacate due to misconduct or rule violation.
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Declaration by Resident

I, the undersigned, confirm that I have read, understood, and agree to abide by all the rules and regulations stated above. I accept that any violation may result in fines, eviction, or cancellation of stay without refund.

Name: _____

Signature: _____ Date: _____
