

OFF-CAMPUS HOUSING OFFICE (OCHO)

ACCREDITATION CRITERIA AND PROCEDURES (For Bigger and Small Properties)

NELSON MANDELA METROPOLITAN UNIVERSITY

(Hereinafter referred to as NMMU) OCHO

1. ACCREDITATION PROCEDURE

- 1.1 The COMPANY shall request for accreditation in a form of a written notification to the NMMU Off-Campus Housing Office (OCHO).
- 1.2 The OCHO shall provide the COMPANY with the Accreditation Application form to complete with its fee stipulated according to the number of beds/rooms to be provided by the COMPANY.
- 1.3 The Accreditation Evaluation Team shall be sent to inspect the property/building to ensure the conduciveness of the property to house students.
- 1.4 Within specified number of days the COMPANY will be sent an Accreditation Letter by the NMMU OCHO as notification of the accreditation outcomes.
- 1.5 Due to the successful applicant for accreditation, the COMPANY shall enter into a legal agreement with the institution (NMMU) referred to as the Memorandum of Agreement (MOA). Provided that the applicant is not successful, the applicant shall appeal to the DVC:IS.
- 1.6 The MOA will be signed by the COMPANY, sent to the NMMU Legal Services Department and after duration of time a copy will be sent to the other party.
- 1.7 On finalization of the Accreditation the OCHO Senior Manager and Director of Student Housing must confirm.
- 1.8 Special Consent Re-Zoning is compulsory for smaller properties to accommodate more than 4 (four) students.

2. DURATION

- 2.1 The payment of Accommodation Charges as set out in clause 6.1 in the MOA, shall relate only to the period as set out in 2.1.1 and 2.1.2 below for bigger properties:
 - 2.1.1 First Semester 1 February to 30 June
 - 2.1.2 Second Semester 1 July to 30 November
- 2.2 NMMU acknowledges that the COMPANY shall, for any period falling outside the periods referred to in clauses 2.1 or 2.2 above in the MOA, be entitled to lease the PREMISES to any other person or persons.

2.3 The duration of the MOA is from 15 January to 30 November. The agreement and the accreditation is for this period only and is renewed on an annual basis on mutual agreement.

3. ACCOMMODATION CRITERIA (for Bigger Property)

3.1 The COMPANY must critically specify the number of beds to be provided to house students.

3.2 The COMPANY warrants and shall ensure that each room contains:

3.2.1 One or two single beds, mattresses and lockup cupboards for each student as relevant.

3.2.2 A study desk with a study light, comfortable study chair and bookshelf for each student.

3.3 In addition to the above, the COMPANY shall provide for the exclusive use of the STUDENTS.

3.3.1 One kitchenette per 10 students which shall contain:

3.3.1.1 A single bowl sink – 1 per 15 students.

3.3.1.2 One broom and one mop per house committee member.

3.3.1.3 A minimum of three/four plate stove – 1 per 6 students.

3.3.1.4 Working top with cupboard sufficient for 15 students.

3.3.1.5 Common bathroom with shower curtains for each cubicle – 1 per 7 students, lockable toilets – 1 per 5 students wash basins – 1 per 4 students.

3.3.1.6 Room sizes: Single Room 9m² to 13.99 m², Sharing Room from 14m² and above.

3.4 The COMPANY, for the duration of each year, shall maintain repair and where necessary replace the appliances and equipment referred to in 3.2 and 3.3.

3.5 The COMPANY shall provide at its own cost a:

3.5.1 Professionally trained security guards on duty 24/7 at entrances to the building.

3.5.2 Access control by means of a turnstile operated electronically by identifying A STUDENT.

3.5.3 Plan and implement a pest control plan, which includes all common areas, living areas and bedrooms. The services should include but not be limited to:

- The residual spraying for all crawling insects
- The spraying of drains and manholes
- Rodent traps in outdoor refuse areas

3.5.4 Plan and implement a deep clean programme of the entire premises twice per year (June/July Vacation and Nov/Dec Vacation period). The Deep clean programme should include but not be limited to:

- The deep clean of ablutions (with a concentration on showers, tiles and ceramics)
- The deep clean of the kitchen/s (with a concentration on Fridges, Freezers, degreasing of stoves, sanitising of cupboards)
- Deep clean of bedrooms (with a concentration on the cleaning and sanitising of the mattress, cleaning of cupboards, walls, floors (carpets), curtains and fittings.
- Deep clean of common areas (with a concentration on carpets, upholstered furniture, curtains, walls and windows)

3.5.5 The COMPANY shall carry the responsibility for provision of transport for the resident students if accommodation offered is more than 3km away from nearest campus. The COMPANY shall be required to use NMMU-arranged transport at a fee of R per student per month. NMMU shall offset this amount from the ACCOMMODATION CHARGE.

4. SERVICES

4.1 The COMPANY undertakes to provide at no extra consideration to NMMU and the STUDENTS:

Recreational area

Computer area (not compulsory)

Wi-Fi

Laundry facilities

Sanitation, fire, health and safety

Cleaning of common areas everyday on bigger properties, and **for smaller properties shall be guided by the accommodation grading.**

5. ACCOMMODATION CHARGES AND PAYMENTS (for Bigger and Smaller property)

5.1 ACCOMMODATION CHARGE shall be negotiated with NMMU OCHO and will be rated according to the standard/quality of the accommodation as evaluated by the Accreditation Team.

5.2 The COMPANY shall pay NMMU a service fee of up to **5% (five percent)** of the total accommodation charges based on the number of NMMU students in their accommodation for Living and Learning Programmes or placement administration. The NMMU shall offset such fees from the ACCOMMODATION CHARGE for Bursary or NSFAS paying students payable to the COMPANY. NMMU shall invoice the COMPANY for the Private paying students.

5.3 An absent service provider is where the students are living with no supervision by a service provider/caretaker/manager. The levy raised is 15% of the rent paid. NMMU will retain 5% (see 5.2) and outsource the management of the student accommodation @ 10% of the rent.

5.4 Payments for Bigger Properties are processed in 15 April for the First semester, and 15 September in respect of the second semester.

5.5 Payments for Smaller Properties are processed in 15 March, 15 May, 15 September and 15th October.

5.6 All rental charges includes the continuous supply of water and electricity to the rooms as well as transport services if the accommodation offered is more than 3km away from the nearest campus. The NMMU shall not be responsible for any interruption of supply caused by a failure of the COMPANY to

pay the electricity or water consumption.

6. GRADING OF ACCOMMODATION FACILITIES (for Smaller Properties)

A grading system to evaluate each property is also in place to enable NMMU to set standards for the rental rates as requested by the accommodation provider. It is envisaged that the grading system will be refined over two years, commencing 2016 and in this time will serve as a guideline only.

6.1 Grade A

RATES ACCREDITATION REQUIREMENTS FOR Grade "A" ACCOMMODATION

(rental negotiations done during semester 2)

One BEDROOM UNIT (Bachelor)

PRIVATE SINGLE ROOM (STANDARD)

PRIVATE SINGLE ROOM (SMALL<9m²)

PRIVATE EN-SUITE SINGLE ROOM

Services:

Pre-paid Electricity @ R150 per student

Cleaning services of communal areas per week & mid-term deep clean

DSTV (Compact)

Free 3 GB per student per month

1 vacuum cleaner if there are carpeted floors in the accommodation

1 mop & bucket

1 pan & brush

1 soft broom

Each Lockable Bedroom:

1 bed (min size 91x 188 cm) with high density mattress

1 desk with chair and study lamp

1 bookshelf free standing or wall mounted (minimum size 80 x 25 cm)

1 clothes cupboard (hanging space and shelves)

1 wall mounted towel rack (55 cm minimum size)

1 small mirror

1 set of window curtains

1 floor mat if floor is tiled

Bathroom:

1 geyser {150 litre} for every 4 students

1 wall mounted towel rack (55 cm minimum size)

1 bath or shower with curtains/door

1 mirror

1 toilet

1 set of floor mats.

Lounge:

1 lounge suite and coffee table

1 TV set

1 set of window curtains

Kitchen:

Stove or hot plates at a ratio of 1 plate per 2 students

Refrigeration with shelving with a ratio of 1 shelf per student

Freezer with shelving with a ratio of 1 shelf per 3 students

1 toaster

1 kettle

1 iron & ironing board

1 microwave oven

1 crockery, glasses, plastic containers and cutlery equal to number of students + 2

1 cooking pot per student

1 frying pan with ratio of 1 for every 3 students

1 washing machine

1 kitchen size refuse bin

1 set of dish towels (half number of students)

1 set of window curtains

1 DCP fire extinguishers 0.6 kg & fire blanket

Building & Outside:

A regular size refuse bin capable of taking refuse bags

Lockable gates & Post box

Burglar proofing on all window and door openings to the outside & Audio burglar alarm system

6.2 Grade B

RATES ACCREDITATION REQUIREMENTS FOR Grade "B" ACCOMMODATION

(rental negotiations done during semester 2)

SHARING ROOM (2 STUDENTS ONLY)

ENSUITE SHARING ROOM

PRIVATE SINGLE ROOM (SMALL<9m²)

PRIVATE SINGLE ROOM

PRIVATE EN-SUITE SINGLE ROOM

ONE BEDROOM UNIT (Bachelor)

Services:

Pre-paid Electricity @ R100 per room

1 Cleaning services of communal areas per week& mid-term deep clean

Free 2 GB per student per month

1 vacuum cleaner or carpet broom if there are carpeted floors in the accommodation

1 mop & bucket

1pan & brush

1 soft broom

Each Lockable Bedroom:

1 bed (min size 91 x 188 cm) with high density mattress per student

1 desk with chair and study lamp per student

- 1 bookshelf free standing or wall mounted (minimum size of 80 x 25 cm) per student
- 1 clothes cupboard (hanging space and shelves) per student
- 1 wall mounted towel rack (55 cm minimum size) per student
- 1 small mirror
- 1 set of window curtains
- 1 floor mat if floor is tiled

Bathroom:

- 1 geyser (150 litre) for every 5 students
- 1 wall mounted towel rack (55 cm minimum size)
- 1 bath or shower with curtains/door
- 1 mirror
- 1 toilet
- 1 set of floor mats

Lounge:

- 1 lounge suite and coffee table
- 1 TV set
- 1 set of window curtains

Kitchen:

- Stove or hot plates at a ratio of 1 plate per 2 students
- Refrigeration with shelving with a ratio of 1 shelf per student
- Freezer with shelving with a ratio of 1 shelf per 3 students
- 1 toaster
- 1 kettle
- 1 iron & ironing board
- 1 microwave oven
- 1 crockery, glasses, plastic containers and cutlery equal to number of students + 2
- 1 cooking pot per student
- 1 frying pan with ratio of 1 for every 3 students
- 1 washing machine
- 1 kitchen size refuse bin
- 1 set of dish towels (half number of students)
- 1 set of window curtains
- 1 DCP fire extinguishers 0.6 kg & fire blanket

Building & Outside:

- A regular size refuse bin capable of taking refuse bags
- Lockable gates & Post box
- Burglar proofing on all window and door openings to the outside or audio burglar
- Alarm system

6.3 Grade C

Rentals: ACCREDITATION REQUIREMENTS FOR Grade "C" ACCOMMODATION

(rental negotiations done during semester 2)

SHARING ROOM (2 STUDENTS ONLY)

PRIVATE SINGLE ROOM (SMALL < 9m²)

PRIVATE SINGLE ROOM

PRIVATE EN-SUITE ROOM

ONE BEDROOM UNIT (Bachelor)

Services:

1 Cleaning services of communal areas per week & mid-term deep clean

Internet connection only

1 vacuum cleaner if there are carpeted floors in the accommodation

1 mop & bucket

1 pan & brush

1 soft broom

Each Lockable Bedroom:

1 bed (min size 91 x 188 cm) with high density mattress per student

1 desk with a chair per student

1 bookshelf free standing or wall mounted (minimum size 80 x 25 cm) per student

1 clothes cupboard (hanging space and shelves) per student

1 wall mounted towel rack (55 cm minimum size)

1 small mirror

1 set of window curtains

Each Bathroom:

1 geyser (150 litre)

1 wall mounted towel rack (55 cm minimum size)

1 bath or shower with curtains or door

1 mirror

1 toilet

Lounge:

1 lounge suite and coffee table

1 TV set

1 set of window curtains

Kitchen:

Stove or hot plates at a ratio of 1 plate per 2 students

Refrigeration with shelving with a ratio of 1 shelf per student

Freezer with shelving with a ratio of 1 shelf per 3 students

1 toaster

1 kettle

1 iron & ironing board

1 microwave oven

1 crockery, glasses, plastic containers and cutlery equal to number of students + 2

- 1 cooking pot per student
- 1 frying pan with ratio of 1 for every 3 students
- 1 kitchen size refuse bin
- 1 set of dish towels (half number of students)
- 1 set of window curtains
- 1 DCP fire extinguishers 0.6 kg & fire blanket

Building & Outside:

- A regular size refuse bin capable of taking refuse bags
- Lockable gates & Post box
- Burglar proofing on all window and door openings to the outside or audio burglar
- Alarm system

7. Documentation:

- Accreditation Application
- Proof of payment
- Floor plans approved by the municipality
- Zoning proof or zoning application (if housing more than 4 tenants)
- Proof of ownership