



APARTMENT GUIDELINES



YOUR APARTMENT COMPLEX IS SHARED WITH FAMILIES & YOUNG CHILDREN. Please be responsible and respectful to yourself, your roommates, and other neighbors in the building block during your stay



LOUD MUSIC AND NOISE IS TO BE KEPT AT A MINIMUM AT ALL TIMES. IT IS ILLEGAL TO MAKE NOISE BETWEEN 11PM AND 7AM



SMOKING IS ONLY ALLOWED ON THE BALCONY
Please use the ashtrays provided for ashes and cigarette butts. Do not throw cigarette butts over the balcony/ies. Always be respectful of your environment



ALCOHOL, DRUGS, AND ILLEGAL SUBSTANCES ARE STRICTLY FORBIDDEN IN THE APARTMENTS AT ALL TIMES



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OUTSIDE VISITORS ARE NOT PERMITTED AT ALL TIMES

No one, apart from you/your work colleagues who are living in the apartment, are allowed in the apartment/s



APARTMENT TO BE KEPT CLEAN AND TIDY AT ALL TIMES

- **Garbage is to be taken out always before 8am.** The garbage bag/s must be left on the pavement and not by the main door of the entrance of the building block. If caught by the local authorities a fine of €5,000 euros may be imposed
 - Do not move the furniture in your flat
 - Any extra / deep cleaning required due to misbehavior (**especially if not reported for assistance**) during or after your stay, will lead to a charge of €80
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NO PETS/ANIMALS ARE PERMITTED IN THE APARTMENTS AT ALL TIMES



REPORT ANY MISSING / BROKEN ITEMS / FURNITURE

- Any items found missing during random inspections which were not reported at any time during your stay will be charged according to the inventory price list
- For these reasons, **it is important to fill in the 'EVO APARTMENT INVENTORY' list upon your arrival** and report any missing / broken items / furniture to the Employee Experience Team by email to evomaltanewcomer@evolution.com



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BE RESPONSIBLE FOR YOUR OWN APARTMENT KEYS DURING YOUR STAY

In case of lost keys or not returned, **a fee of €50 will be charged since locks will need to be changed. Lost keys need to be reported immediately to a member of the Employee Experience Team.** You will be held responsible for any damages suffered by Evolution and/or its employees arising directly or indirectly from not reporting a lost key immediately

- Keys must be returned on your check-out date to the Security Office (near Reception, Level 0 of Fort Business Centre) or in reception in Qormi. If you are residing in ST Hotels, please return your keycard to the receptionist. In certain instances, you may be asked to return the keys earlier than 3 days



LIGHTS AND ELECTRONIC DEVICES MUST BE SWITCHED OFF WHEN NOT IN USE / LEFT UNATTENDED

- A/Cs, hair appliances, and any other electronic devices must be switched off and unplugged when you leave your apartment
- Irons are not provided and not allowed in the apartments for safety reasons
- You will be held responsible, and charged, for any damage caused because of irresponsible behaviour



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ACTS OF VIOLENCE ARE PROHIBITED

Any reported acts of violence in the apartment/s will be investigated and may lead to disciplinary action



Evolution carries out random spot checks in all areas of the apartment/s to ensure these guidelines are being observed. Checks will happen during cleaning, maintenance, and random weekly inspections



Please ensure your personal belongings are locked in a safe place. Evolution will not take responsibility for any misplaced or damaged items



When you check-out, please ensure you leave the apartment in order; clean, everything in place, lights and any applicable electronic device/s switched off, doors closed and unlocked, etc.

If any one or more of the guidelines mentioned above are not followed, Evolution will investigate the issue and reserves the right to impose applicable costs / disciplinary actions according to the guideline/s which are violated, individually, or shared among the tenants staying in the apartment/s at the time of inspection. Should problem/s persist, or if further guideline/s are violated after the first warning, you may be asked to vacate EVO Apartment/s and find alternative accommodation at your own cost for the remainder of the stay. The Employee Experience Team wishes you a pleasant stay. We encourage you to report any guideline/s violated and to bring forward any issues, suggestions, and feedback during / after your stay.