

Welcome to The Jade, Paardevlei

We're delighted to welcome you to your new flat unit at **The Jade, Paardevlei Precinct**. This information sheet will help you settle in smoothly and provide an overview of the key processes, responsibilities, and contact details. Please read it carefully and keep it for future reference.

Before You Move In

- Remember to send all required forms to us: team@aleitacademy.co.za
 - Access control form
 - Movement control form
 - Resident Registration Form
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Arrival & Access

- On arrival at the **Paardevlei Precinct**, security will scan your vehicle to grant access.
 - At the entrance of **The Jade complex**, you will need an **access code**.
 - Request this from **The Aleit Academy**:
 - ✉ team@aleitacademy.co.za
 - 📱 WhatsApp: 071 426 0064
 - Download the **Arke App** on your mobile phone (you will be able to log in once you have completed your registration at The Jade Lifestyle Office).
 - This app allows you to create access codes for your visitors.
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Registration at the Lifestyle Centre

- Once inside the complex, proceed **directly to the Lifestyle Centre** to:
 - Register your vehicle
 - Capture your fingerprint
 - Complete any required access procedures

- An **Academy representative** will meet you at the Lifestyle Centre and escort you to your unit (unless otherwise arranged).
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Inside Your Unit – Important Checks

Please complete the following as soon as you enter your unit:

- **Electricity:**
 - Dial **#100#** on the electricity meter to view available credits.
 - Electricity can be purchased via most **banking apps** or at **Pick n Pay, Engen Petrol Station**.
 - **STss Wallet login details:**
 - Located on the **inside of the broom cupboard door**.
 - STSS Website: <https://wallet.stss.co.za/wallet/>
 - Username: JADA
 - Password: BiancaJade2026
 - Remember to select the correct unit number
 - **WIFI details:**
 - Also found **inside the broom cupboard door**.
 - **Geyser:**
 - Check that the geyser is switched **on**.
 - **Stove/oven:**
 - Check that the stove/oven is switched **on**.
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Very Important – Deposit Protection

To avoid unnecessary deductions from your deposit, please note the following:

- **Use a waterproof mattress protector** on your mattress at all times.
 - **Check-in inventory:**
 - Carefully inspect all items in your unit with your roommate.
 - Complete the **online check-in form** using the provided link as confirmation that all items are present and in working order.
 - Ensure that your electricity and water account is up to date with enough credits – check your STss wallet regularly.
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Ongoing Care & Maintenance

Regular care of appliances and fittings is essential:

- **Deep freezer:** Defrost every **12 weeks** to prevent ice buildup.
- **Tumble dryer:**
 - Remove the **front lint cover (inside the door)** every **4 weeks or after each use** and clean out all lint.
- **Dishwasher:** Clean monthly using appropriate cleaning products.
- **Oven extractor fan:** Clean monthly by removing and washing the covers.
- **Oven & hob:** Clean after use.
- **Rubbish:** Discard and clean your rubbish regularly ensuring that you place all garbage bags, boxes, etc., in the provided black bins (provided next to your apartment block)
- **Patio:** Ensure that your patio is cleaned regularly (remove debris and leaves) to avoid drains from clogging (especially during winter months)
- **Shower drains:** Discard any items (for example, hair) from the drains by cleaning the drain cover and holder at least once a week
- **General care:** Take care of all items, including blinds, furniture, and fittings. Report any broken items, loose cupboard doors, faulty light fittings, or water damage to the Aleit Academy ASAP.

Failure to maintain these items may result in ****breakages** and reduced deposit reimbursement.

Should you have any maintenance queries during your stay, please contact us via email at team@aleitacademy.co.za or WhatsApp **079 893 9156 / 071 426 0064**. Kindly note that office hours are **08h00–16h00**.