

HOUSE REGULATIONS

Ausgabe 2017



Living together in a house community requires respectful interaction with each other. In order to create a harmonious atmosphere in the house, the following house regulations shall be observed as legally binding part of the rental agreement.

I. Noise

1) Excessive noise causes unnecessary disturbance to all occupants. Therefore, playing musical instruments during the general rest periods from 1 to 3 pm and from 10 pm to 7 am is not allowed. TV, radio and audio equipment shall never be set above room volume; using such equipment outside (on balconies, loggias) shall not disturb other house occupants.

2) If housework in the building, the yard or garden (carpet beating, vacuum cleaning, lawn mowing and such like) leads to making noise, these tasks shall be performed on workdays in the time from 8 am to 12 pm and from 3 to 6 pm.

3) Taking baths and showers in the time from 10 pm to 6 am shall be avoided, if the other house occupants' night's rest is disturbed by it due to the construction of the building.

4) Children shall be playing on the playgrounds. Please be considerate of the other occupants and plants when playing games and performing sports activities in the grounds. Noisy games and sports (e. g. football) are not permitted in the open areas in the direct vicinity of the building, in the stairways and in other ancillary rooms.

5) Festivities on special occasions continuing beyond 10 pm must be announced to the other occupants in a timely manner.

6) Particular consideration is required for occupants suffering from severe illness.

II. Safety

1) All front doors as well as basement and courtyard doors must be kept closed at all times from 10 pm to 6 am for the protection of the house occupants. If the front door is opened between 10 pm and 6 am or if the basement doors are used, they must be closed again immediately after using them.

2) Entrances, stairways and corridors only fulfill their intended function as escape routes, if they are kept clear of obstacles. Thus, it is not permitted to park in front of them or to block them with bicycles, motorcycles, prams, etc.

3) Do not store materials that are combustible, easily inflammable or cause a smell in the basement or in the attic rooms. It is not permitted to store objects on the collective drying floor.

4) Explosive substances shall not be brought into the building or estate. All official guidelines must be observed when storing heating oil.

5) In the event of leaks or other defects of the gas and water pipes, the responsible gas and water works and the housing association must be informed immediately. If detecting the smell of gas in a room, it may not be entered with open light. Electrical switches may not be used. The windows must be opened. The main cock must be closed.

6) Should the public floor and staircase lightings fail, the housing association or one of its representatives must immediately be notified. Until it has been repaired, the house occupants must provide sufficient lighting of the stairs leading to the apartment and the respective corridor. In case of public light with manual control it must be observed that the lighting is turned off when leaving the room. It is not allowed to use electricity from the common power supply for private purposes.

7) It is not allowed to have a barbecue with solid or liquid fuels on the balconies, the loggias or outside in the direct vicinity of the building.

III. Cleaning

1) The building and its surroundings shall be kept clean. Any kind of dirt in the staircase must be removed from the occupant responsible for it immediately.

2) Small weekly cleaning routine (Kleine Kehrwoche)
Keeping the staircase clean is the duty of the community of occupants. The occupants on the ground floor shall clean the entrances to the building, the stairs to the building as well as the stairs and the corridors of their floor. The occupants of the upper floors shall clean the stairs to their floor and the respective corridor. If there is more than one party on a floor, they shall take turns in cleaning. If one occupant is away on a trip or absent for other reasons, he shall make sure before leaving that his cleaning duties are performed during his absence.

3) Extended weekly cleaning routine (Große Kehrwoche)
The stairs to the basement, the corridors in the basement, the common rooms (e.g. bicycle room), the stairs to the attic, the corridors in the attic as well as the outdoor facilities (front yard, sidewalks, yard, green areas) including the waste containers belonging to the house shall be cleaned weekly in turns, if necessary according to the detailed instructions by the housing association (cf. sign regarding weekly cleaning duties or memo in the building). These cleaning duties should preferably be performed towards the weekend. (Waste containers after having been emptied).

4) Garbage and rubbish shall only be collected in the containers intended for that purpose. The accumulated waste has to be separated according to the Waste Statutes of the administrative district. According to these statutes, the following waste must be put into the "Green Bin" (Grüne Tonne): bag paper, packing paper and gift wrappings (shredded), writing paper, newspapers and magazines (preferably without being soiled). Cans and tins, sealing caps, aluminum covers, bowls and foils, plastic bottles from detergents and personal care products, cups from dairy products or margarine, plastic bags, foils, foam material from fruit or vegetable containers, polystyrene parts, blister packaging, composite materials like juice and milk cartons and vacuum packaging must be roughly cleaned and put in the "Yellow Sack" (Gelber Sack).

Each renting party shall store their yellow sack in their rented rooms (e. g. basement) and hold it ready for collection. The other household waste shall be put into the waste containers belonging to the house without soiling the containers or causing unpleasant smells in compliance

with necessary hygiene requirements. Disposable bottles and glasses - however, no china or pottery - shall be put in bottle banks set up throughout the city and not into the waste containers. Each renting party is responsible for the disposal of their bulky items. Bulky waste may not be stored in common rooms. Not counting as bulky waste (Sperrmüll) are electrical and electronic devices as well as cooling units, building rubble, paints and varnishes, chemicals and items containing oil. The same applies to car tyres, car parts and car batteries. You can dispose of such items at special collection points. Bulky waste shall be held ready for collection at the earliest on the day before collection. It is prohibited to throw waste in the green areas.

5) Laundry room and drying rooms are available for use according to the schedule provided by the housing association. After having finished with the laundry, the laundry room and all furniture shall be cleaned thoroughly. Keys for the laundry room and the drying room must be handed over to the subsequent person in time. Drying laundry in the apartments - with the exception of the bathroom - on balconies, loggias or patios is not allowed.

6) Carpets shall only be cleaned on the place designated for cleaning. Do not clean textiles and shoes through windows, over the balcony or in the stairways.

7) Do not smoke in the stairways, floor or basement rooms. Please consider the occupants of neighbouring apartments when smoking on the balcony.

8) Flower boards and flower pots must be properly and securely attached to the balcony. Please make sure that no water runs down the house wall onto the windows or balconies of other occupants when watering plants on balconies or window sills.

9) It is prohibited to pour house or kitchen waste, disposable diapers and similar items into the toilets and/or sinks.

10) Please make sure to ventilate your apartment sufficiently. The exchange of the indoor air is usually achieved by repeated intermittent ventilation. Ventilation into the staircase is prohibited as it significantly misses the sense and purpose of ventilation and may create nuisance to your neighbours.

11) In the interest of the community, you are obliged to do anything possible to avoid the freezing of the heating and the sanitary systems (drainpipes, water pipes etc.) as well as of the radiators and heating pipes, if the outside temperatures fall below the freezing point. It is therefore imperative to keep basement, corridor and staircase windows closed during the cold season - with the exception of ventilation reasons. Please close the windows in case of heavy snowfall, rain or storm.

12) Please make sure that in case of being absent from the apartment for longer than a week, enough hot and cold water is being rinsed from all water taps and shower heads and to flush the toilet sufficiently in order to avoid water pollution from legionella bacteria or the like.

13) Tenants have to make sure that all cleaning duties are performed during their absence or illness. In case of a prolonged absence, a key must be deposited. The housing association must be notified thereof.

14) The parking of vehicles in the yard, on the sidewalks and the green areas is not allowed. Vehicles may not be cleaned on the premises. Oil changes or repairs to vehicles are not allowed either.

15) The care of the floors in the apartment and in the staircase must be performed without causing any damage. Parquet and hardwood flooring or flooring with synthetic or linoleum covering shall not be scrubbed. In case of sensitive

ve floors, please avoid indentations from furniture by using appropriate underlays in the event of sensitive floors. It is not allowed to glue carpet or carpet tiles to the floor. They must be loosely tiled and it is at most allowed to attach the carpet edges to the floor with adhesive tape. In case of non-compliance, the renting party shall assume full liability for the cleaning and the repair of the floors respectively.

IV. Community facilities

The community facilities are subject to the usage regulations as well as the operating instructions and signposts. Scheduling plans must be observed.

Elevators

1) Infants may only use the elevator when accompanied by an adult. Please make sure that the elevator is not used unreasonably. A continuous load of the elevator may lead to damages.

2) The elevator cabin shall be cleaned by the occupants according to the cleaning schedule of the housing association. Heavy and bulky objects, furniture and the like may only be transported in the elevator if the permissible payload is not exceeded.

3) The housing association must be notified by indicating the transport company if it is planned to use the elevator for the purpose of transporting relocation goods. In such a case, the elevator cabin must be protected adequately. Any kind of dirt has to be removed immediately.

Communal antenna and satellite systems

1) The receiving device shall only be connected to the antenna connection box with the receiver connecting cable specified. If the occupant has not received the cable from the housing association, he has to buy it at his own expense. The connection shall not be performed with other cables, as the reception of other participants might be disturbed. Furthermore, there is the danger of damaging your own device.

2) The occupant has to notify the housing association immediately of damages to the communal antenna or of reception disturbances which are caused by technical faults or defects of the communal antenna. Only authorized representatives of the housing association are allowed to perform repairs to the system.

3) The occupant is obliged to provide information to authorized representatives of the housing association at any time with regard to the reception system and the connected devices, to allow them to enter the rented rooms during customary business hours for the purpose of controls or repair works of the reception system and to allow them to control the devices connected to the communal antenna.

4) Satellite systems negatively affect the overall visual impression of the housing complex. It is therefore not allowed to install satellite systems owned by tenants at house walls, roofs or balconies.

Entrances and gate entrances, parking spaces

House and courtyard entrances as well as gateways can only fulfill their purpose if they are kept clear. They may not be used for parking or be blocked in any other way. Rented parking spaces may only be used by the corresponding tenants paying for them. These spaces may not be used by other tenants or visitors. The tenant renting the parking space has the right to unrestricted use of his parking space. He is, however, obliged to clearly mark the rented

space as his. The parking of non-operational vehicles on the premises (also on rented spaces) is not allowed. The parking of non-registered vehicles is subject to the approval of the housing association. As a matter of principle, it is only allowed to drive at walking pace on the traffic areas of the estate.

Local laws prohibit the washing of vehicles on parking spaces, entrances or in the yard.

Children's' playgrounds

Children not living in the house may only play on the house premises if they are accompanied by children of the occupants.

Please make sure that - if your children are using the playground - all toys and waste are collected when leaving in order to keep the playground tidy.

The use of the play equipment on our playgrounds shall be at your own risk. Your children must also observe the general rest periods when playing.

On green areas which are approved for playing, however, it is for their protection not allowed to play football, riding your bicycle, use your skateboards, inline skates, kickboards etc. This shall also apply to courtyards, corridors and staircases.

V. Miscellaneous

Pets

The keeping of dogs and cats is subject to approval. A tacit consent does not constitute an approval by the housing association. It is not permitted to keep dangerous pets (e.g. poisonous snakes, fighting dogs).

The pollution of green areas and the properties by your dogs and cats is prohibited. Please keep your pets away from the playgrounds and sandboxes for hygienic reasons.

Do not feed ownerless animals, especially not pigeons and cats.

Subletting

Subletting (also on short-term) is subject to approval. A police registration does not release you from this duty.