

valid from March 1st, 2024

Prefix



Ensuring a peaceful co-existence

We all enjoy living in pleasant surroundings. To ensure this, it requires a certain degree of order. We need to keep our surroundings clean, take care of technical equipment and get along well with our neighbours.

We should

- be friendly and tolerant,
- treat things respectfully and
- follow the house rules below.

Noise



Calm – out of consideration for others


As far as the local regulations do not include other rules, the legally required night and rest periods are valid (10 pm to 7 am and 1 pm to 3 pm).



Besides these periods and in general, especially on Sundays and Holidays, radios, TVs, etc. should be turned down to a moderate, low volume.

In case you play an instrument, we ask you not to play or practice it longer than for two hours a day at a moderate, low volume.



 Work which has to be done on behalf of the landlord (e.g. craftsmen, gardeners, winter services) are excluded.

Children



Making the game fun for everyone

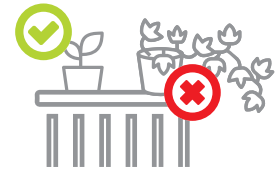
Children need a place to play and to run around – but please only in areas designated for that purpose. Parents and legal guardians help keep these areas clean. And they are aware that the children don't get too loud, especially during rest periods (see "Noise"). The other gardens and lawns are not intended as sports ground, football field or place to lie.

Children are not allowed to play in stairwells, arcades, cellars, garage areas and underground car parks.



Mounting of gymnastics equipment to ceilings, walls, door frames etc. is not allowed.

Balconies and terraces



Outside in the open

Everybody enjoys a pretty balcony with plants, if these do not grow down or to the next balcony and if they are watered carefully. Flower shelves and plant pots (or other objects) may not fall down. They must therefore be fastened on the inner side and may not be placed on window sills.

Laundry hung to dry must be placed below the balcony parapet (so that others cannot see the laundry).



For safety reasons it is strictly prohibited to use charcoal grills on balconies and terraces.

Waste disposal and environment

Disposing consciously and correctly

Household rubbish may only be disposed of in the dustbins and containers provided for this purpose. To save money, these should always be totally filled.



Bulky waste has to be disposed at the local recycling centre. Each local municipality has its own garbage regulations, which inform about the rules for separating waste and which should be followed for the sake of our environment.

To avoid attracting vermin please keep the surrounding of the waste bins and containers clean and tidy.



Please do not throw waste into the drain or the toilet to avoid blockage of the pipes.

Community facilities


Nice, clean and safe for everyone

Strollers, wheelchairs or walking aids may only be placed in the staircase, the hallway or the house entrance as long as they do not block escape routes or hinder other tenants.

For fire safety reasons all other private belongings (such as learn-to-walk-cars, shoe racks or household items) may not be placed on footpaths, in the stairwells, corridors or basement corridors.



In houses with an elevator tenants should use it correctly and treat it with care.

 It is prohibited to smoke in all community facilities and in the elevators.



It is not permitted to put up a vented tumble dryer in the cellars or attics.

To ensure correct ventilation of the compartments, basement partitions made of wood or metal may not be covered.

It is not allowed to use electricity from general power lines in corridors, stairwells or belonging to the cellar lighting. Electricity-theft is a crime and punishable.

Common areas – laundry facilities and drying rooms

Washing and drying with consideration for others

The times for using the laundry facilities should be planned in consultation with the other tenants. Please make sure that the laundry facilities and drying rooms stay clean and tidy. Clothes should only hang as long as they need to dry, so that everybody gets the opportunity to dry their clothes.



When using a coin washing machine, make sure to read the instructions and handle it with care. Clean it after use and call the facility manager or the landlord immediately, if you notice any disturbance.

Cleaning

For a maintained, tidy, and welcoming home



If there is no cleaning service provided by the landlord, the tenants are obliged to clean the common areas.

These are the recommendations:


- Stairs 1 × weekly (preferably on the weekend)
- Staircase windows and stair railings regularly (quarterly)
- Common areas, as basement stair- and hallways, the stairs of the top floor to the attic and the attic itself (half-yearly in consultation with the other tenants)

The tenants of one floor take turns in consultation with each other:

- Ground floor: Tenants clean the whole area (entrance space and stairs) and the own storey
- All other floors: Tenants clean the stairs to the own storey and the own storey

Good cleaning includes ventilating the staircase, cellars and attic regularly. Please notice, that windows in cellars, attics, the stairwell and skylights must be kept closed during the night, rain, storms and the cold season.



 Heavy pollution, in example because of bad weather, must be removed immediately by the person who caused it.



Pets

For a good life together



When keeping pets, care must be taken to ensure that these are not left unsupervised in the grounds, the staircase or other common facilities. Some residents may fear dogs.

Any faeces must be removed immediately, that should go without saying. Do not attract stray animals (cats, dogs, doves or other wild animals) with food.



Safety

Better watch out

Front door

The lock on the front door is not allowed to be locked, so that rescue workers have access in case of an emergency. However, the front door should always be closed. It is advisable to not open the door to third parties before making sure who wants to be let in and why.

Basement and attic doors

Contrary to the front door, basement and attic doors must always be locked.

Escape routes

House entrances, staircases and hallways must be kept clear as escape routes at all times.



Fire

Fire doors must be kept closed at all times. In an emergency all restrictions, both fire protection law and police regulations must be respected, even if it is not mentioned here.

Windows and balconies

For reasons of safety no objects should fall out of a window or from a balcony. Therefore, it is not allowed to shake out carpets, beds or blankets.



Keys

Keys for apartment doors or for common area doors can only be ordered by the landlord.

Winter service

The landlord provides the winter service. In individual cases, however, it may be necessary for tenants to take on this task.

Caution and prudence

So that nothing happens at all

Airing of rooms

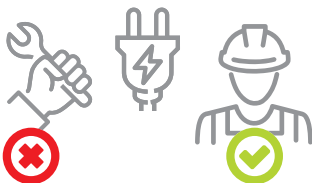
Care must be taken to ensure sufficient airing of the flat regularly even so in the cold season. For this purpose, the windows should be completely opened for a short but adequate time. By this you can avoid mold and create optimal conditions.

In the cold season, especially in severe frost, the windows should only stay open for a few minutes, so the rooms don't cool down too much and pipes will not freeze.



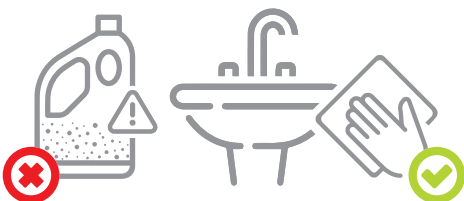
Technical systems

Work on all technical systems – whether electrical, water-bearing or similar things – are only allowed to be performed by a professional who was commissioned by landlord.



Sanitary facilities

Please do not use abrasive cleaning supplies, because they damage the glaze of sanitary facilities. The tenant must pay for damages caused by improper treatment or cleaning.



Damage report and construction work

Be on the safe side with a notification

In case of leakages, storm damages or other defects the landlord must be notified immediately.



Tenants should feel comfortable in their flat. However, every conversion or installation must be approved by the landlord in advance. This includes for example: balcony PV systems, awnings and satellite dishes.

Liability

If damage occurs to the house or to the apartment because the house rules were ignored or someone did not comply with the obligation to report, the relevant tenants are liable.

Violations of these house rules can result in legal consequences – up to and including termination of the rental agreement.

Final provisions

If there are objective reasons, these house rules can be supplemented or changed at any time by the landlord.