

# Building Rules

Version dated 12 July 2010

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Dear tenants, dear children,

So that all tenants live with us comfortably and without any problems, we ask that you observe the following rules:

## 1. Children are welcome!

Dear children,

- Of course, you can play in front of the front door, on the lawn and in the yard.
- Please do not play in the hallways, staircases and cellars, so that you do not disturb your neighbours.
- Also, you must adhere to the quiet periods indicated below.

Thank you very much for your help!

The following tips, rules and hints are to be read out and followed by your parents:

## 2. Everyone should behave in such a way that no one else is disturbed.

- Each tenant is obligated to behave calmly in the building. Any harassment of fellow residents and neighbours is to be avoided.
- Fellow residents must not be disturbed by singing, music or noise. Playing music is permitted in the period from 8:00 a.m. to 1:00 p.m. and from 3:00 p.m. to 10:00 p.m., but are always to be limited to low volume.
- Work connected with noise may be carried out by the tenant from Monday to Friday from 8:00 a.m. to 1:00 p.m. and from 3:00 p.m. to 6:00 p.m. and on Saturdays from 8:00 a.m. to 12:00 noon. In principle, the operation of washing, drying and dishwashing machines between 6:00 a.m. and 10:00 p.m. is possible.
- On Sundays and public holidays and outside of 8:00 a.m. to 1:00 p.m. and from 3:00 p.m. to 6:00 p.m., additional consideration must be given to the fellow residents of the building.
- Staircase windows can only be opened for brief ventilation. Ventilation via the apartment door into the stairwell is not permitted.

## 3. In order to guarantee the security of the building, the building access doors must be kept closed.

The building entrance doors may not be locked, in order to enable escape in the event of fire.

When using door openers, make sure that unauthorised persons do not enter the building. Where possible, front door keys are only to be handed over to the residents of the building, and never to strangers. The loss of a front door key must be reported immediately to the caretaker of the landlord. The landlord must be informed of the making of additional keys.

## 4. Together with your neighbours, you are obligated to clean the building.

- All residents are required to clean their landings and staircases down to the landing of the floor below, along with the stairwell/corridor windows, railings and skirting boards, lift and common areas.
- The landings, staircases and pergolas must be wiped with a damp cloth or swept at an appropriate time of day, on a daily basis (if necessary) and at least twice a week.
- This duty to clean exists for each tenant as long as the lease relationship exists. It must also be cleaned if, for example, a tenant is absent or ill.

- If an apartment is unoccupied, the fellow residents on the floor shall assume all duties that are otherwise incumbent on the tenant of this apartment.
- If the ground floor is uninhabited, the tenant living above it must fulfil all duties of the ground floor tenant. In addition, each tenant shall be obligated to immediately remove any dirtiness for which he or she is responsible.
- Each tenant must clean the light shafts in front of the cellar windows for his or her cellar.
- If several tenants live on the same floor, they shall alternate on a regular basis when cleaning - if necessary, according to a cleaning plan drawn up by the landlord.
- Regarding the removal of snow and ice along with street cleaning, please refer to the provisions in the lease agreement.
- The cleaning of the cellar corridor, the cellar staircase, the cellar windows and light shafts affecting the common areas, the entrance hall along with the letterbox and bell system is the responsibility of the residents of the ground floor, unless otherwise specified in the cleaning plan.
- The attic for drying the laundry, including the stairs, must be cleaned each time the user changes. The drying floor is to be swept after each use and cleaned with a damp cloth after the chimney has been cleaned. The tenants of the upper floors must clean the attic, the staircase and the windows in the upper staircase in rotation at regular intervals - if necessary, according to a cleaning plan drawn up by the landlord. Irrespective of cleaning when the user changes, cleaning must take place at least once per month.

**5. It is in your interest and in the interest of your fellow residents that the external and internal appearance of the building and the residential complex is appealing.**

This includes the following rules for you to follow:

- Do not ventilate, beat or brush off beds, carpets or laundry out of windows or over balcony parapets.
- Hang laundry on the balcony or loggia only below the parapet so that it is not visible from the outside. The same applies to all other items placed there.
- Do not drive hooks and nails into the walls of the balcony or loggia.
- Do not use charcoal or gas grills on the balcony, loggia or terrace.
- When working on flower boxes, do not dirty the facades and the balconies underneath.
- As a tenant, you are jointly responsible for the maintained appearance of the outdoor facilities and must immediately remove any dirt that you have created.
- Smoking is not allowed in the common rooms, lifts, cellar and staircase.
- In order to avoid accidents, walking and sitting on walls or fences are not permitted.
- Please ensure that front doors, cellar doors and walls are not damaged and that floor coverings are not dirtied when transporting bicycles and prams. Where possible, bicycles are to be stored in the cellar / bicycle cellar.

## **6. The proper disposal of waste creates order and cleanliness!**

- Refuse bins and large-capacity containers are only intended for the household waste produced by our tenants.
- Waste must be disposed of in accordance with local rules. For cost reasons, it is necessary in the interest of all tenants to use the options of waste separation appropriately. Where necessary, each tenant must make the containers provided to him or her available for emptying on the day of collection and immediately carry the emptied containers back.
- In order to avoid pests, disposal areas are to be thoroughly cleaned by the tenants in rotation when required and in particular after the bins are emptied.
- Bulky waste must be disposed of in accordance with the local regulations in conjunction with the municipal waste collection regulations.

## **7. In order to keep the technical equipment in an operational condition, we need your help.**

- In urgent emergencies – such as burst pipes, blockages, the complete failure of the heating system or the entire electrical installation – you have the option of reporting the damages outside office hours via the emergency number or of making use of the companies listed in the emergency lists. Please report this to your caretaker or landlord on the next business day!
- Kitchen waste, ash, bandages and the like must not be thrown into the sinks and toilets, because of the danger of blockages.
- For hygienic reasons, it is important that the drinking water pipes in your apartment are used on a regular basis. If you do not use them for more than 3 days, let the water run for 2 minutes prior to drinking from them.

## **8. Please remember: Increasing charges, particularly in the areas of electricity and water production, require an economical use of such energy sources.**

- The unnecessary and excessive use of lighting in common rooms and hallways (among other things) leads to additional operating costs. In order to ensure that water is used sparingly, non-residents doing laundry and withdrawing water for washing cars are prohibited. In all other respects, residents are encouraged to be economical. The filling of paddling pools is only permitted with the permission of the landlord.

## **9. Vitally important: Proper heating and ventilation**

- The leaflet entitled "Healthy Living – Proper Heating and Ventilation" was handed to you at the beginning of the lease term. We urge you once again to read this leaflet carefully and to follow the recommendations for proper heating and ventilation contained therein. The most important points may be briefly stated once again:
- In the cold season, heat all rooms sufficiently and as continuously as possible; this includes rooms that you do not use constantly or in which you want a low temperature level.
- Do not obstruct air circulation, especially on exterior walls, as this could lead to the formation of condensation water with the consequence of moisture / mildew. As such, pieces of furniture, especially those on a closed pedestal, are to be at least 5 cm (better 10 cm) away from the wall.
- Do not obstruct the dissipation of heat of the radiators by panels, long curtains or introduced furniture. Heat accumulation increases heat losses to the outside, hinders sufficient room heating and contributes to unnecessarily high heating costs.
- Ventilate several times per day by means of brief "shock ventilation", with which windows / doors are opened for a period of approximately 5 to 10 minutes. This serves the purpose of replacing the used and possibly humid room air (especially in bathrooms and kitchens) with dry fresh air. This

also improves the living climate. Avoid continuous ventilation, especially during the heating period, by tilting the window sashes or keeping the windows open at all times.

**10. The common facilities made available to you, such as laundry room, drying room, carpet stand and rotary clothes dryer are to be treated with particular care, in the interest of all tenants.**

- The laundry room and drying room are available to all tenants of the building in rotation - if necessary, according to a plan drawn up by the landlord. The drying of laundry may only take place in the rooms designated for this purpose and is not permitted in the apartment. Any washing facilities that may be available are subject to the washing rules that are displayed.
- The beating of carpets and carpet runners, etc. may only take place at the areas designated for this purpose and outside of the quiet periods. Any dirtiness that is created by this must be removed by the tenant.
- The rotary clothes dryers, if any, must be returned after use to the storage place designated for this purpose, if any.

**11. For your own safety, here are some fire safety instructions:**

- The erection, blocking or wedging of fire or smoke protection doors is not permitted. These doors must be kept closed.
- Corridors and stairwells are escape and rescue routes. As such, they must always be kept free of objects – in particular shoes, shoe cabinets – and combustible material. Drying floors, courtyard and open cellars must also remain free and must not be used as storage areas for bulky waste (among other things). Bicycles may not be parked in the stairwells. The storage of motorcycles and mopeds in cellars, stairwells and hallways is prohibited.
- Hazardous substances, for example petrol, paints, thinners / solvents, etc. (marked with hazard symbols in accordance with the German Hazardous Substances Regulation - Gefahrstoffverordnung) may not be stored in the leased cellars (with the exception of small consumption quantities of up to 1 litre).

**12. By observing the preceding rules, you will contribute to a successful building community.**

Please also note the following:

- If existing local rules, local statutes etc. provide rules or other time periods in one or another item of the Building Rules, such shall be obligatory for the tenants.
- The above provisions of the Building Rules comprise a component of the lease agreement concluded with the tenants. All residents of the building are obligated to observe the Building Rules.
- The landlord is entitled to amend the Building Rules insofar as detrimental changes are reasonable for the tenants concerned. If the landlord makes use of this power, all tenants of the building or residential complex shall be obligated to bear the costs that arise from this proportionately. The tenants shall be notified of any amendments to the Building Rules on a timely basis and in a suitable manner.

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Location and date

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Signature of tenant

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Signature of tenant