

## House Rules - Last updated in 2019

We want you to feel at home in our rental properties. You and your neighbours play an important role in helping us to achieve this aim. We place immense value on happy communal living. Upset and arguments can be avoided if everyone uses the building and garden facilities with care and behaves with as much consideration as they would expect from other residents. If followed by all residents, these House Rules will ensure that everyone can live peacefully alongside each other without any difficulties.

Please observe the following rules:

### Keep noise to a minimum at all times

Everyone is particularly sensitive to noise. It is the most common cause of arguments within the neighbourhood. With this in mind, please avoid making disruptive noise at all times, especially from 1pm to 3pm, from 8pm to 7am and all day on Sundays and public holidays. The latest version of the German Noise Abatement Ordinance ("Verordnung zur Bekämpfung des Lärms" – LärmVO) must be observed.

If, however, excessive noise is unavoidable due to work being performed in your flat, this work must be restricted to working days (Monday to Saturday) from 8am to 1pm and from 3pm to 7pm.

As a general rule, music of any kind, including playing musical instruments, must not disturb other residents.

The quiet hours must, of course, also be observed in the play areas and on the football pitches.

### Conduct in the flats

#### Balconies and loggias

Balconies and loggias have an influence on the outward impression created by the building. We therefore ask that tenants do not change this architectural image themselves by adding awnings, panels or other similar objects. Residents who wish to add awnings or similar objects to their balcony must ask the landlord for prior approval. Residents are also not permitted to paint loggias using shades that they themselves have chosen.

Any laundry hung up to dry on the balconies and loggias must not be visible from the outside. To ensure that the building and flats are not damaged by melt water or by the excess weight caused by snow, residents are required to keep the balconies and loggias connected to their flats free from snow.

Window boxes and flowerpots may only be placed in front of windows or on or in front of balcony balustrades if suitable fixtures are in place to prevent the boxes and pots from falling and to stop water from running out.

When watering flowers on balconies and windowsills, it is important to ensure that the water does not run down the walls or run onto other balconies or open spaces and cause them to become dirty.

The use of barbecues of any kind on the balconies, loggias and terraces is strictly prohibited.

## **Pets**

The keeping of pets is subject to strict regulations under animal protection law; pet owners are responsible for looking after their pets properly in line with the generally acknowledged rules and regulations. With the exception of commonly kept small pets (e.g. fish, hamsters, birds), residents must obtain the landlord's consent before keeping a pet.

In our residential properties, dogs and cats must generally be kept on a lead and, if necessary, must wear a muzzle. Cats must remain indoors during the bird nesting season (from 1 March to 30 September each year). Pet owners must immediately clean up any soiling in the building (corridors, halls, lifts etc.) or in the residential complex (footpaths, green spaces etc.), especially dog faeces and animal hair.

Dogs must not be left unattended in the residential complex. Dog owners are responsible for ensuring that their dog does not endanger people, other animals and property. In particular, dogs must not be taken onto children's play areas, lawns or open grassy spaces.

## **Conduct in the building**

### **Communal facilities**

For your own safety, please keep all doors into the building closed at all times. Doors leading to fire escapes in high-rise buildings and doors leading directly to basements and storerooms must be kept closed at all times.

Flammable materials (e.g. petrol cans) must not be stored in the basements or attics. To avoid creating a fire risk, basements, storerooms and other similar areas must not be entered with an open flame. Objects must not be placed in storerooms, the boiler room, laundry rooms, stairwells or in the basement corridors.

Always turn off the light after using the communal facilities. In freezing conditions, the basement windows, other outside windows and other openings in the external walls must be kept closed.

### **Stairwells and hallways**

To avoid accidents and to keep escape routes clear, bicycles, mopeds and pushchairs must not be kept in the stairwells, basement corridors or hallways.

To prevent accidents, doormats placed in front of flat entrance doors must not be positioned on the walkways in the stairwells or hallways. Tenants will be held responsible for any damage caused as a result of failing to follow this regulation. The landlord will not be liable for any accidents caused by doormats and/or shoes left lying around.

If any stairwells or hallways are made dirty or damaged during the transportation of items, they must be cleaned or professionally repaired without delay. GESOBAU must also be informed of such incidents.

If the building is cleaned by the tenants, only products that do not corrode the materials or paint may be used to clean and polish the floors, windows, doors and stairwells. All floors must be treated properly and with care.

## **Conduct outdoors**

### **Open spaces**

The landlord has the legal obligation to keep the property safe. Residents are therefore not permitted to set up their own private fixed or portable playground equipment, trampolines or swimming pools. Thank you for your understanding in this matter. No liability claims can be asserted against the landlord in the event of non-compliance with this rule.

If you spend time in the inner courtyard, please always leave it clean and tidy.

In the interest of all tenants, the use of barbecues in the inner courtyard is prohibited. This is because the specific architectural structure of the enclosed courtyard may result in other residents being bothered by smoke and smells; it is anticipated that this would lead to complaints from tenants. Barbecues may only be used in the specially created, designated areas.

### **Parking and parking facilities**

With the exception of publicly accessible car parks, the use of car parking spaces, car parks, officially designated parking areas and indoor parking facilities is subject to separate individual rental agreements. Only officially authorised vehicles may be parked in these spaces.

Drivers of cars, motorcycles and other vehicles are expected to refrain from unnecessarily sounding the horn, leaving the engine running and loudly slamming vehicle doors while on the property.

Vehicles may neither be washed or repaired in the parking spaces or in the car parks. In particular, drivers are prohibited from releasing fluids, such as oil or coolant, from the vehicle.

### **Treatment of animals**

Please do not feed pigeons or any other wild animals. This may lead to the flats becoming dirty or may lead to vermin or rats entering the flats or basement. Leftover food attracts vermin of all kinds, in particular rodents.

## **Please keep an eye on your children**

As a general rule, children playing outside of their flats in the residential complex should do so in the play areas provided. On such occasions, parents, guardians or the supervising adults are responsible for ensuring that other residents are not unreasonably disturbed by the children as they play, particularly during the general quiet periods.

Other people must not be put in danger as a result of bicycles being ridden on the residential complex. In addition, riding bicycles and playing football on the green spaces, in the courtyards and immediately in front of the entrances to the building is prohibited.

The play areas provided on the residential complex must be left in a clean condition. Children playing inside the flats must not disturb other residents. Parents and guardians are responsible for ensuring that children and adolescents do not make avoidable and unreasonable noise, especially during the quiet periods.

## **Important information on waste disposal**

Waste may only be disposed of in the bins provided. These must be closed after use. Kitchen waste, ashes, harmful liquids and other similar items in particular must not be disposed of by means of throwing or pouring them into toilet bowls, down the sink or onto the ground.

The waste collection rooms and the area around the bins must be kept clean and tidy at all times.

Before being disposed of in the bins provided, waste must be kept in the rental properties in closed containers and must not be put in the stairwells or communal areas.

In the interest of protecting the environment and reducing costs, it is imperative to use the recycling bins provided. Bulky waste, e.g. mattresses, crates and boxes, can be picked up by the municipal cleaning service. To use this service, tenants should contact the Berliner Stadtreinigung.

Before being disposed of in the waste paper bin, small boxes and cartons must be collapsed and broken down into smaller pieces so that the bin can be closed again. If plastic bags are used to transport paper, these must be disposed of separately into the yellow bin/recycling bin.

## **Final points**

All residents are called upon to help to prevent hazards, e.g. caused by frost, storms or fire, to avoid damage to the fabric of the building, the stairwells, the entrances and flats and to prevent any disruption or damage by non-residents. If you notice such damage or disturbances, please inform your landlord or contact the police for assistance.

These House Rules are an integral part of your existing Tenancy Agreement.

The House Rules may be amended at a later date if doing so is necessary for the proper management of the residential complex and is reasonable for the residents.

These duties apply throughout the tenant's Tenancy Agreement, even in the event of the tenant's absence.

Date: Date:

Signature of GESOBAU AG

Signature(s) of all tenants