

## HOUSE RULES

In the common interest of all residents of this house, as well as for a harmonious community and for the due care of the property, we issue these house rules. They regulate the coexistence of all residents in the house. The contained rights and obligations apply to all residents of the mentioned facility. We therefore ask you to comply with these regulations.

### 1. Cleanliness and tidiness:

1.1 Buildings and property are to be kept in a clean and tidy condition.

1.2 Waste may only be disposed of in - not next to - the garbage cans and containers provided for this purpose. A strict separation of the types of garbage is to be ensured. Hazardous waste and bulky goods do not belong in these containers. According to the city statutes, they must be disposed of separately.

1.3 If no special agreement has been made regarding the cleaning of the stairwells, the entrances to the individual apartments must be kept clean. If no cleaning company is commissioned with the cleaning, the cleaning of common areas is the responsibility of the tenants. Depending on their nature, the stairs must be properly maintained and cleaned thoroughly once a week, including the railings and staircase windows. If there are several tenants on one floor, cleaning duties of common areas alternate every week.

1.4 If tenants do not fulfill their cleaning obligation, the property management is entitled to have the cleaning carried out at the tenants' expense after a reminder has been issued and ignored.

1.5 Any shaking or beating of carpets, mats, etc. from windows and balconies is prohibited.

1.6 Flower boards and flower boxes must be securely attached to the balcony or windowsill. When watering flowers, make sure that the water does not run down the house wall or drip onto the windows and balconies of other tenants.

1.7 Motorized vehicles may not be parked in the courtyard, on sidewalks or in green areas. Cars and motorcycles are not allowed to be washed on the property, nor are oil changes and repairs allowed to be carried out.

1.8 Bicycles may only be parked in the designated areas and in designated bicycle storage rooms. Leaning bicycles or other objects against the house wall is prohibited. Vehicles may only be parked in the designated parking spaces.

1.9 It is not permitted to park objects, in particular motorcycles, mopeds, bicycles, prams, etc. in the courtyard, in the garage driveway, in the corridors, including in the basement, between the basement compartments and in the stairwell. Offenders will be liable for any accidents or damage, and parents will be held responsible for their children's actions.

1.10 The shared washrooms or drying cellars must be left in an orderly condition. Washing machines and dryers must be kept clean.

1.11 Feeding pigeons on the property and on the balconies/terraces is not permitted.

1.12 On terraces and balconies, drying racks, furniture and other items may only be set up up to parapet height. This is also only permitted if they are not visible from the outside. Written consent must be obtained from the management prior to any attachments (e.g. awnings) made to the terraces or balconies.

1.13 Company plaques or advertising signs may only be affixed with the written consent of the management. If the signs have to be removed by order of the management, the affected areas will be repaired by the perpetrators at their expense and the previous condition of the areas will be restored.

## 2. Quiet times and noise avoidance

2.1 House and garden work that disturbs the peace and quiet may only be carried out on weekdays between 8 a.m. and 12 p.m. and between 3 p.m. and 6 p.m., and on Saturdays between 8 a.m. and 12 p.m. and between 3 p.m. and 5 p.m., unless locally applicable noise protection ordinances stipulate otherwise.

2.2 When using musical instruments and sound transmission and sound reproduction devices, a low volume as to not disturb others must be maintained at all times.

2.3 Between 10:00 p.m. and 7:00 a.m. the sleeping hours' period of quiet must not be disturbed.

2.4 On Sundays and public holidays, the periods of quiet are all day.

## 3. Preservation of owned or rented property

3.1 Objects that are likely to cause a blockage may not be placed in the toilets or in the drains. Drains are to be kept intact up to the downpipe. In case of a blockage, tenants must have the toilet and drains unblocked at their own expense.

3.2 The flooring is to be properly maintained by the tenant.

3.3 If there is a risk of frost, tenants must take measures to prevent the water-bearing systems and facilities from freezing as part of their duty of care.

3.4 The windows are to be closed in the event of rain and the shutters are to be closed in the event of hail and storms.

3.5 If vermin appear in the living areas, the occupants must notify the management of this immediately.

3.6 Special care must be taken to close the windows in the basement and storage compartments in case of frost, snowfall, rain or storms. This applies accordingly for the users of common rooms, e.g. the washing and drying room.

3.7 Any wasteful consumption of water or electricity in communal parts of the building and property is to be avoided.

3.8 Awnings may only be installed with the management's consent.

3.9 Name plates may only be attached in a uniform shape and size.

## 4. Security

4.1 Front doors, cellar entrances and courtyard doors must be kept closed at all times between 10 p.m. and 6 a.m.

4.2 House and courtyard entrances, stairs and corridors must always be kept clear as emergency escape routes. In accordance with fire protection laws, no objects may be stored or parked in the stairwells and corridors.

4.3 Having a barbecue with charcoal is generally not permitted on the balconies.

4.4 The storage of flammable, highly flammable and substances causing a nuisance with their odour is prohibited in the basement and in the attic.

4.5 A loss of keys must be reported to the management immediately.

4.6 Easily flammable objects, e.g. paper/newspaper stacks, mattresses, clothes and upholstered furniture, may not be stored in the storage rooms. Larger items, such as pieces of furniture, must be placed in such a way that the storerooms, especially all nooks and crannies, are sufficiently clear and accessible.

4.7 Cellar, attic and staircase windows are to be kept closed during the cold season. Skylights must be closed in case of rain or storms.

## 5. Ventilation and smoking

5.1 Apartments must be adequately ventilated year round, especially in the cold season. This is done by opening the windows briefly but sufficiently wide. Apartments, but especially kitchens, must not be ventilated towards the stairwell.

5.2 Smoking is strictly forbidden in the entire building.

## 6. Underground parking regulations

6.1 Users of the underground car park must behave in such a way that no other co-user is harmed, endangered or hindered or harassed more than is unavoidable under the circumstances.

6.2 Current and future statutory and official regulations must be observed by all users.

6.3 The washing and cleaning of vehicles is not permitted in the underground car park or on other common areas. This also applies to carrying out repairs.

6.4 When driving in and out, a low speed correspondent to a walking pace is to be observed. Noise must be kept to a low level.

6.5 Users of the underground car park must only park their vehicle in the parking space assigned to them. Furthermore, an obstruction of neighbouring parking spaces must be ruled out.

6.6 Users are responsible for keeping their individual underground parking spaces clean.

6.7 The cleanliness of the entire underground car park must be ensured.

## 7. Violation of house rules

In the event of disregard and violation of the house rules, tenants will receive a warning from the management. In the event of multiple warnings being neglected by a tenant, owners of the apartment are permitted to terminate a tenant's contract without notice.