

HOUSE REGULATIONS: version 07.07.2010

Dear Tenant,

Living in relatively close proximity requires standards of order that are important for all residents. Doubtless you share with us the view that a building or apartment can only become a real home if all residents are prepared to work together to live harmoniously.

Please consider the following instructions as guidelines and limits that guide your own behaviour and that of your neighbours.

1. Avoid bothersome noise. That applies especially during the legally protected night time hours (22:00 – 6:00) and rest periods (workdays 6:00 – 7:00 and 20:00 – 22:00 and generally on Sundays and holidays). The period of quiet after lunch is 13:00 – 15:00.
2. Playing music in the home is limited to a maximum of one hour and may not be done during the times 20:00 – 9:00 and 13:00 – 15:00. The imperative of consideration is to be followed so that consultation with one's neighbours is to take place, if applicable. The playing of drums, electric guitars, bagpipes or similarly loud instruments is not covered by the meaning of playing music in the home and absolutely cannot be permitted in a rented flat due to consideration for other residents.
3. By considerate use of the premises, facilities and other furnishings, you and your family members can substantially contribute to conveying the impression that the premises are cared for at all times.
4. As a rule, the lessor has cleaning of the dwelling done by cleaning companies. If cleaning of the dwelling has not been assigned to third parties or regulated in some other way, it is undertaken by all tenants in alternating sequence. Entrances, corridors, cellars and furnishings should be regularly cleaned. Please always use suitable care products. Regular and sufficient ventilation of the spaces mentioned is part of proper cleaning.
5. The attic space or cellar space assigned to you is not supposed to be a "junk room," but instead a storage room which also requires regular cleaning and ventilation. It is expressly pointed out that cellar spaces are regarded as "damp locations" and are thus suitable for storage only to a limited extent.
6. Rubbish of any kind (ash, refuse, bottles, tins, kitchen waste, etc.) is to be dumped only in the waste containers provided for this and may in no case be dumped in the WC bowl or in the drain or stored in the stairwell. Likewise, food remains or similar things should not be thrown out the window as animal feed. Please note that pigeons, for example, can considerably contaminate an apartment or house and the food remains not eaten by them attract rats and other vermin. If you ever discover the presence of vermin, we ask that you inform the maintenance person without delay.
7. Things meant for separate removal (bulky waste) must be stored in your own cellar or attic until the pick-up day. But do not store any combustible or easily flammable items there, and always follow the fire prevention regulations in other respects. It is pointed out in this connection that mopeds, for example, are also subject to this restriction.
8. The common areas such as footpaths, stairwells, building corridors or entrances to cellars and attics must remain freely accessible and may not be used as storage areas for bicycles, prams, toys or other objects.
9. Barbecuing on the balcony, terrace, or in the front garden is absolutely prohibited in the interest of all residents.
10. Please make sure that no unauthorised persons have access to the building. Cellar and attic doors and garden gates are always to be kept closed. Stairwell, cellar and attic windows are to be kept closed at night as well as during storms, rainy weather and the cold season (to prevent frost damage).
11. Existing laundries, drying rooms, or other common facilities cannot be made use of by all tenants at all times. A statement regarding the terms of use thus regulates allocation of these facilities. Please treat all equipment and furnishings with care so that they are always available to you and your fellow residents in serviceable condition. Please also follow the rules applying to the drying of laundry. If you do not use the common facilities for drying small laundry items, but your balcony instead, then please hang the laundry items in such a way that they do not protrude over the balcony railing.
12. In the interest of general public order and safety, there are the following obligations, among others: All official regulations (especially those of the police and regulatory agencies) are to be followed by the

tenants even if they are not expressly stated in the house regulations. There must be no use of open flames in cellars, attics and similar spaces.

For fire prevention, highly flammable objects such as packing material, paper and packets of newspaper, mattresses, straw sacks and larger supplies of lining may not be stored in the cellar or attic spaces.

13. The lessor does not forbid structural changes that you want to undertake in your dwelling. However, they always require approval by the lessor.

In case of approval by the lessor, the following information is to be noted:

The costs of deliveries and services for measures are at the expense of the tenant. On the basis of the approval issued, the work is to be carried out by a professional according to the respective technical regulations.

The tenant is responsible for damages resulting from the work and any consequential damages. On the basis of the approval, the tenant has no cost reimbursement claims, betterment claims or rent reduction claims vis-à-vis the lessor.

Upon moving out of the flat – regardless of the reason – the tenant is to restore it to its original condition at his/her expense.

The approvals can be revoked if the conditions are not adhered to, the building or the residents are endangered or if neighbours are disturbed or if incompatibilities result in some other manner.

14. These house regulations are part of the rental contract concluded with you. Our maintenance person has, among other things, the task of ensuring adherence to the house regulations in the interest of all residents. Please make the performance of the maintenance person's many duties easier by behaving in a manner that is compatible with the rental contract.
15. The tenant is responsible for all damages due to violation or non-observance of the house regulations and the consequential damages due to violation of the disclosure duty.