



HOUSE RULES (Version June 2024)

The house and apartment form the center of life for the tenant and their family. These house rules are intended to serve as a framework for protecting individual areas, distinguishing the interests of users among themselves and towards the landlord, and regulating the use of shared building parts and facilities. They are a legally binding part of the respective usage contract (rental agreement) and must be adhered to by each user (tenant) and the persons living in their household.

Principle

Residents maintain mutual solidarity and a harmonious community. They are considerate of all residents and take care of the house, green areas, and gardens. Residents ensure that corridor and staircase walls, elevators, and facades are not defaced or otherwise damaged.

§ 1 Avoidance of Noise and Disturbances

- 1) Noise affects all residents. Therefore, general quiet hours from 1:00 PM to 3:00 PM and from 10:00 PM to 7:00 AM must be observed, and excessive noise must be avoided.
- 2) TV, radio devices, other audio carriers, and computers must be set to room volume; their use outside (on balconies, etc.) must not disturb neighbors. Washing machines, dryers, and dishwashers should preferably not be operated after 10:00 PM.
- 3) Garbage chutes must only be used from 8:00 AM to 8:00 PM. Usage should be minimized during the quiet hours from 1:00 PM to 3:00 PM.
- 4) Housekeeping and maintenance work in the house, courtyard, or outdoor areas that causes noise should be done on weekdays outside of quiet hours and ideally be completed by 8:00 PM.
- 5) Parties or gatherings must not cause excessive noise disturbances for the house community. General quiet hours still apply. Discussing plans with other residents beforehand often results in a certain level of tolerance regarding noise and odors.

§ 2 Safety and Fire Protection

- 1) Ensure that all rooms with cold- and frost-sensitive installations and water pipes are properly heated, and that basement windows and openings are closed. Water pipes can freeze in unheated apartments during winter.
- 2) During bad weather or impending storms, all windows and doors of the house must be kept closed.
- 3) Flammable or explosive substances, fire-hazardous items, and odor-causing materials must only be stored or used in the apartment, on the balcony, and in ancillary rooms and basements in accordance with the applicable fire protection and other safety regulations.
- 4) Parking or storing vehicles and equipment with combustion engines is prohibited in all rooms.
- 5) All utility rooms connected with the residential objects, including garbage chutes containing fire water risers, must remain unlocked.
- 6) For defects in water pipes or drainage systems, notify the caretaker or on-call service immediately. In case of gas system damages, contact the responsible emergency service and the caretaker right away.
- 7) Smoking and the use of open flames are prohibited in hallways, staircases, basements, attics, and elevators.
- 8) Grilling with solid, gas, or liquid fuels on balconies, loggias, or areas directly next to buildings



is not allowed. Only grill devices approved for residential use may be used. Avoid disturbing other residents with smoke or odors.

- 9) For the protection of all residents and especially to maintain insurance coverage, front doors must be kept closed.
- 10) Staircases and hallways (including basement hallways) must be kept free of any objects. Exceptions are doormats in front of apartment doors.
- 11) House entrances, access paths, and driveways must be kept free of obstacles.
- 12) Batteries for electrically powered vehicles (e-bikes, e-scooters, or similar) must not be charged in the basement but only in the tenant's own apartment.

§ 3 Cleanliness and Damage Prevention

- 1) The house and property must be kept clean. Cleaning is generally done by contracted companies. Residents are responsible for immediately cleaning up any extraordinary dirt in hallways, staircases, corridors, walls, and elevator cabins caused by activities such as moving, furniture, or fuel deliveries.

The responsible party must pay for any damages from willful contamination or destruction, including graffiti, paint smears, and surface scratches.

- 2) Waste and refuse must only be disposed of in designated garbage containers. Bulky waste, cartons, etc., must be broken down before being disposed of in the garbage chute or containers. Throwing heavy objects down the chute can damage it and must be avoided. Use provided recycling containers for paper, glass, plastics, etc. Do not place bulky waste in basement corridors, staircases, or other property areas.
- 3) Residents are responsible for the regular and proper maintenance and cleaning of toilets, bathtubs, and sinks. Do not dispose of household and kitchen waste, cat litter, bird or other pet litter, fats, paper diapers, hygiene articles, etc., in toilets or sinks.
- 4) Flower boxes and shelves must be installed securely to ensure they do not endanger anyone. Make sure no water runs down when watering plants.
- 5) Cleaning textiles and footwear must not be done from windows, over loggia and balcony railings, or in staircases.
- 6) Throwing objects and cigarettes out of windows, from loggias and balconies, and feeding birds is not allowed.
- 7) Parking vehicles in the cooperative's courtyards, pathways, or green areas is only allowed in designated areas marked with appropriate traffic signs.

§ 4 Ventilation and Heating

Adequate and appropriate ventilation and heating are necessary throughout the year. To prevent mold growth from excess humidity, windows should be opened wide for 5 to 10 minutes several times a day. Prolonged ventilation with windows in a tilt position does not ventilate properly and wastes heating energy.

Avoid cooling adjacent apartments by leaving your windows open too long, especially in winter. Ventilating into the stairwell is not allowed. If you turn off or significantly reduce heating during the day or your absence, excessive energy will be needed to reheat the apartment later.

§ 5 Communal Facilities

Elevators

- 1) Children up to 6 years old must only use the elevator when accompanied by an adult.
- 2) Heavy and bulky items, such as furniture, can be transported in the elevator only if the weight



limit is not exceeded. In such cases, the cabin must be protected from dirt and damage.

- 3) Using the elevator to transport bulky items, e.g., during a move, must be reported to the caretaker in advance. Residents and others are not allowed to open the intermediate doors in the elevators.

Antenna Systems

The antenna systems in the cooperative's buildings are owned by cable providers. Installing personal antennas outside the apartment, such as on windows, balcony railings, facades, or the roof, is not allowed. Exceptions require the cooperative's approval.

General Lighting

Lighting in basement and communal rooms must be used sparingly. Report any outages to the caretaker. Connecting personal electrical devices to the general lighting network is not allowed.

§ 6 Changes and Damages

For technical safety reasons, drilling into ceilings, floors, and windows is not allowed. Exceptions require the cooperative's approval. Any changes to the apartment's condition, the building's structure, or its

facilities also require approval. Modifications to the ventilation system, such as installing exhaust hoods, are prohibited.

§ 7 Pets

Keeping larger pets (such as dogs or reptiles) requires the cooperative's approval. Approval can be revoked if the animals disturb residents, violate hygiene rules, or cause damage to the property. Dogs must be leashed in residential areas and kept away from playgrounds and green spaces.

These house rules are part of the usage contract (rental agreement). If any individual rule is found to be invalid, the remaining rules will still apply.

Note: Translations may contain errors. In case of doubt, the original document in German is the only legally binding version.