

## House rules

Living together in a house community makes it necessary for all the house residents to exhibit a certain amount of considerateness. In order to facilitate a smooth form of communal life, the following house rules should be considered to constitute a legally binding component of the rental agreement.

Behaviour that is in accordance with the contract, peaceful and helpful should be the norm in each house. Each house resident should therefore refrain from making noise, quarrelling, fighting, slamming doors shut, making noise while using the stairs and lingering unnecessarily in the stairway. Peace, tidiness, cleanliness and restraint lead to domestic peace; the relevant house residents should always avoid open conflicts by resolving differences of opinion through considerate and thoughtful discussions. Please look after the community facilities and the home that has been rented out to you.

### I. PROTECTION AGAINST NOISE

Noise irritates all house residents. You should therefore ensure that you do not make more than the normal amount of noise: General periods of silence: 1 p.m. – 3 p.m. and 10 p.m. – 7 a.m.. Particular attention should be paid to the house residents' need for peace and quiet on Sundays and holidays. TV sets, radios and audio equipment should always be set to the room volume level. The use of such devices in the open (on balconies, loggias etc.) should not disturb your neighbours either. You may not disturb your neighbours by playing music, either; this applies in particular to the general rest periods. If possible, please refrain from using washing machines, laundry driers and dishwashers after 10 p.m..

If annoying noises cannot be avoided while carrying out household and technical tasks in the house, yard or garden (the beating of carpets and rugs, vacuum cleaning, crafting and the like), such tasks should be carried out on working days, during the time frames of 8 a.m. – 12p.m. and 3 p.m. – 6 p.m..

Please refrain from bathing and showering between 10 p.m. and 6 a.m..

The playing of children  
As far as possible, children should play in the play areas. Please contribute to the cleanliness of the play area by collecting toys and rubbish after the end of play. The play equipment in our play areas shall be used at one's own risk. Your children must also comply with the general rest period while playing. Consideration must be shown for the residents and plantations while using the facilities for play and sport. Bicycles, skateboards, rollerblades, kickboards etc. may not be used on grassy areas. The same thing applies to inner yards, corridors and stairways. Noisy games and sports (e.g. football) may not be played in the open spaces that are right next to the building, the stairway and other secondary rooms.

The respective house residents should be provided with timely notification of festivities that are associated with special occasions and which are expected to go beyond 10 p.m.

Do not throw any rubbish into the green areas or feed any animals, especially pigeons and cats.

### II. SECURITY

The front door, the cellar entrances, and the courtyard doors should always be kept closed in order to protect the house residents. Those who open the front door or the cellar entrance doors and courtyard doors must close the same immediately after usage.

House and yard entrances, corridors and stairs can only serve as escape and emergency routes if they are kept clear. Children's push chairs, wheeled walkers and the like may only be kept in the stairway if doing so is not going to limit the escape routes or obstruct other house residents. Shoes, shoe cabinets, umbrella stands etc. should be in the home, not in the stairway. You will thus not be boxed in or obstructed by bicycles, motorcycles, children's push chairs etc. Motor-assisted bicycles, mopeds and motorcycles may not be left inside the residential building.

Inflammable, combustible and smelly substances may not be stored in cellar or attic rooms. No objects may be left in the common drying loft.

Explosives and explosive substances may not be brought into the house or onto the property. Heating oil should be stored in accordance with the official guidelines.

Stadtwerke Ulm/Neu-Ulm GmbH and the respective caretaker should be informed immediately if there are leaks or other defects pertaining to the gas and water lines. Use the emergency numbers of the fire brigade and the police in case of an emergency. In order to ensure that water is not polluted by legionella etc., please ensure - especially in situations in which the home is not going to be used for a long time (longer than a week) - that warm and cold water is withdrawn to a sufficient degree at all the water taps or shower heads, and that the WC is flushed to a sufficient extent. If the smell of gas is noticed in a certain room, the room in question may not be entered while in the possession of a naked light. Electrical switches should not be actuated. The windows should be opened. The main tap should be closed.

The ventilation slits of the bathroom or kitchen door may not be sealed up, as doing so would lead to the emergence of mortal danger while using gas devices.

If the general main entrance lighting system, corridor lighting system or stairway lighting system malfunctions, the respective caretaker should promptly be notified to that effect. Until remedial action has been taken, the house resident must ensure that both the staircase leading to the home and the associated corridor are sufficiently lit. The house community shall be responsible for replacing the light bulb.

Solid or liquid fuels may not be used for barbecuing on balconies, in loggias and in the areas that are right next to the building.

Smoking is prohibited in the hallway, stairway, cellar and other common spaces.

If you are planning to go on a journey or be away from home for a long time, leave a key to your flat with a person you trust (e.g. a neighbour, a relative or the like) and provide us with the said person's name and address.

### III. CLEANING

Each house resident is obligated to keep the house and property as clean as possible; contamination should promptly be rectified by the respective causer.

The house and property shall be cleaned regularly by the households. This shall be done in accordance with the "Kehrwoche" provisions. In case a house resident is either absent or ill, he must ensure that his Kehrwoche obligations are fulfilled by another person throughout the duration of his absence. The Kehrwoche begins early on Sunday and ends on Saturday evening! Special arrangements can be made in consultation with the entity responsible for property management.

#### Minor Kehrwoche

The house community shall be responsible for cleaning the staircases. The different households shall take turns to clean the staircases, staircase railings, stair heads, light fixtures and staircase windows on their storey. If there are two or more homes on a storey, the households shall alternate with each other in the manner of the major Kehrwoche. The households on the ground floor also have to keep the house entrance clean. In case of residential buildings that have bedchambers on the attic storey, the households that possess such a chamber shall assume responsibility for the routine cleaning of the forecourt, the lavatory and the stairs leading to the last living storey. Special arrangements shall be made if necessary.

#### Major Kehrwoche

The major Kehrwoche progresses consecutively from one home to another. The following commonly-used spaces and facilities should be cleaned or, as the case may be, kept clean:

The pavements along the street, as well as those leading from the street to the front door, including the entrance landing;

the paths leading to the laundry-drying place and the carpet-beating bar;

the green areas, children's playgrounds and dustbin sites;

the stairs leading to the basement storey and the rear exit staircase, including the exit door;

the stairs and corridors on the basement storey and the common spaces, along with the doors;

the stairs (including the stair heads) leading from the uppermost living storey to the undeveloped attic, the attic passageways and the associated staircase and attic windows;

the front door and letterbox system.

If necessary, the cleaning operation should be carried out daily. Under certain circumstances, it should be carried out several times a day, including once on Saturday.

Objects that compromise the safety of passers-by and house residents must be removed immediately.

If necessary, road-gritting and snow and ice removal should be carried out every day during the winter season. The measures that are supposed to counter winter slipperiness should be implemented in accordance with the respective valid rules that apply to the Ulm urban district and which pertain to the cleaning, snow-clearing and sprinkling operations that are carried out for pavements. Grit should be obtained by the respective tenant. For the purpose of environmental protection, please use as little salt as possible, but rather other means of blunting. The Kehrwoche area shall be specified by the landlord. Special arrangements shall be made if necessary.

Rubbish and refuse may only be collected in the designated rubbish containers. Please ensure that rubbish or refuse do not contaminate the house, the access paths or the location housing the waste containers.

The laundry room and drying rooms may be used by every tenant. The landlord can carry out a division if necessary. The washing room and all the fitments should be cleaned thoroughly after the laundry has been done. The keys to the laundry room and drying room should be passed on punctually to the respective successor. Laundry may only be dried below the railing on the balconies.

Carpets may only be cleaned at the designated location. Textiles and footwear may not be cleaned at the windows, above the balcony railings or in the stairway. Dust cloths, brooms and the like may not be shaken out above the balconies or outwards at the windows.

Flower boxes may only be mounted on the inner side of loggias and balconies. This must be done properly and safely. When flowers are being watered on balconies

and window sills, it should be ensured that the water does not run down along the wall of the house or flow onto other house residents' windows and balconies.

Domestic waste, kitchen waste (mainly greases), hygiene items, disposable nappies and litter associated with cats, birds or other animals may not be tipped into the toilets and/or drainage basins.

The home should be aerated to a sufficient degree, even during the cold season. This is done by opening the windows as briefly as possible. The home - and the kitchen above all - may not be de-aerated in the direction of the stairway. Please note that forceful aeration that is carried out multiple times is both more effective and useful than continuous aeration through a slanted window. This applies in particular to homes that have insulated glass windows.

Cellar windows, attic windows, and staircase windows should be kept closed in the cold season. Attic windows should be closed and locked during storms and periods of rainfall.

If the outdoor temperature sinks below the freezing point, all appropriate measures should be implemented to prevent the sanitary facilities from freezing.

Vehicles may only be parked in the designated areas. Vehicles may not be washed inside the residential complex. Vehicle oil may not be changed, and vehicles may not be repaired inside the residential complex. Please ensure that escape and emergency routes are kept clear.

#### IV. COMMUNITY FACILITIES

The usage regulations, operating instructions and information signs apply to the community facilities. Schedule plans are to be complied with.

Passenger lifts  
Small children may only use the lift when they are being accompanied by an adult.

The passenger lifts may only be used to transport heavy and bulky objects, pieces of furniture and the like if the respective lift's permissible loading capacity is not going to be exceeded.

The respective caretaker must be notified if the lift is to be used to transport relocation goods; the transport company in question should also be specified to

said caretaker. In such a case, the lift car cabin should be protected appropriately. Contaminations should be removed immediately.

Rubbish rooms and rubbish boxes

Ensure that you only use rubbish rooms and rubbish boxes in the time frame of 8 a.m. to 8 p.m.. Only throw household rubbish into them. If recycling containers have been provided, please use them in accordance with their regulations.

If bulk rubbish is to be disposed of, please inform your communal disposal business accordingly, and ensure that you only make your bulk rubbish available for collection on the actual disposal date.

Community aerial / Broadband cable connection

An aerial connection box in the home may only be connected to the receiving unit with the help of the receiver connection cable that has been provided for this purpose. Other connection cables may not be used to establish the connection, because doing so would interfere with other participants' reception.

The house resident must promptly notify the respective caretaker about damage to the community aerial or reception disruptions which are indicative of errors or defects pertaining to the community aerial. The landlord's agents are the only ones who have the right to carry out activities pertaining to the system.

The installation of satellite dishes, other aerials and receiving installations outside the closed rented premises is prohibited. Alternatively, such an installation would need to be approved in accordance with the contractual rental agreements.

Community wash system

The community wash system shall be used at one's own risk. No replacement shall be provided for spoiled or damaged pieces of laundry. The system should be handled with care. In case of faults, the operation should be discontinued immediately, and the respective caretaker should be notified without undue delay.

Please ensure that household pets are kept away from playgrounds - This applies in particular to the sandboxes.

#### V. PROPERTY MANAGEMENT

The caretaker acts in the interests of the landlord and the house community. Among other things, he (i.e. the caretaker) has to monitor compliance with the rental agreement and house rules. Each occupant should help him carry out his tasks.

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