

## House Rules

Living together in a household community requires mutual consideration on the part of all residents. In order to ensure that living together is as peaceful as possible, the following house rules should be adhered to as a legally binding component of the rent contract.

Amicable, peaceful and cooperative conduct should prevail in every building. Each resident should thus refrain from causing noise, squabbling, arguing, slamming doors, loudly going up and down the stairs and unnecessarily loitering in the stairwell. Peace, order, cleanliness and restraint help to maintain domestic peace. Differences of opinion should always be settled through understanding and considerate discussions with the resident involved, and in doing so, public arguments should be avoided.

### I. PROTECTION FROM NOISE

General peace and quiet in the building: 1pm – 3pm and 10pm – 7am. Particular consideration should be paid to the needs of other residents for peace and quiet on Sundays and holidays. TV, radio, and any other audio equipment are always to be kept at low volume.

Should disruptive noise be unavoidable in the case of domestic and manual work being carried out in the building, in the yard or in the garden (carpet beating, vacuum cleaning, building and such like), this work will be carried out on weekdays between 8am and 12pm and from 3pm – 6pm.

Bathing and showering should not take place between 10pm and 6am.

Children playing

If possible, children should play in the play area. When playing and doing sports within the area of the facilities, the local residents and the surrounding plants should be taken into consideration. Noisy games and sports (for example, football) are not permitted in the open areas immediately next to the buildings, in the stairwell or in other adjoining areas.

Other residents should be informed in good time of celebrations for special occasions which are to go on beyond 10pm.

### II. SAFETY

For the protection of all residents, the doors to the building, the entrances to the cellar and the yard doors are to be kept closed at all times. Whoever uses the house doors, cellar doors or yard doors is to close them again immediately after use.

The building and yard doors, corridors and stairs can only fulfil their purpose as escape routes if they are kept clear. They must thus not be obstructed or blocked by bikes or motorbikes, buggies and other such items. Bringing both small and large mopeds and motorbikes inside the building is prohibited.

Storing flammable, easily ignitable and/or odour-inducing materials in the cellar or floor compartments is prohibited. No objects in the common drying room are to be turned off.

Explosive materials may not be brought into the building or on to the property. The official guidelines are to be observed when storing heating oil.

The municipal authorities Ulm/Neu-Ulm GmbH, as well as the responsible janitor, are to be informed in the case of leaks or other defects in the gas and water pipelines. Should anyone smell gas in any room, no-one must enter this room carrying an open flame. Electric switches must not be pressed. The windows should be opened. The main tap is to be shut off.

The ventilation slots in the bathroom or in the kitchen doors may not be closed, since the use of gas equipment with the slots closed would pose a danger to life.

Should the general lighting in the main entrance, corridors or stairwells not be functioning, the responsible caretaker should be informed immediately. Until remedial action is taken, the residents should ensure that there is sufficient lighting for the stairs leading up to the flat and for the respective corridor(s). Bulb replacement is the responsibility of the residents.

Barbecues with solid or liquid fuels is not permitted on balconies, loggia or in the areas immediately surrounding the building.

Smoking in the corridors, stairwells, cellar and other communal spaces is prohibited.

### III. CLEANING

It is the duty of every resident to ensure the greatest possible cleanliness of the building and property. Anyone who is responsible for dirtying of any kind should resolve this immediately.

The building and property are to be cleaned regularly by the residents according to the sweeping week regulations. For any period while they are away from the building, or in case of illness, each resident must ensure that his or her sweeping week duties are carried out by another person. The sweeping week period lasts from early Sunday morning to Saturday evening! Special arrangements can be made with the agreement of the property management.

#### Small sweeping week

Keeping the stairs clean is the responsibility of the living community. Stairs, handrails, platforms, lighting fixtures and stairway windows will be alternately cleaned by the members of the household for their respective floor. Where there are two or more apartments on a floor, the households will take turns, as in the big sweeping week. The households on the ground floor are also responsible for keeping the entrance to the building clean. In residential buildings with bedrooms in the attic, the households who have a room are responsible for the ongoing cleaning of the forecourt, toilet and the stairs leading up to the final residential level. If required, special arrangements can be made.

#### The big sweeping week

The big sweeping week alternates continuously from one apartment to another. The following commonly used spaces and facilities are to be cleaned and kept clean:

The pavements along the street and from the street to the door to the building, including the entrance platform;

The routes to the clothes-drying area and to the carpet beaters;

The green areas, the children's play area and the dustbin areas;

The stairs to the basement as well as the rear exit staircase including the entrance platform;

The stairs and corridors in the basement and the communal rooms along with all doors;

The stairs including the platforms from the top-most residential level to the unconverted attic, the entrance to the attic and the stairwell and attic windows belonging to it;

The doors to the building and the mailbox facilities.

As required, cleaning is to be carried out on a daily basis, under some circumstances several times a day, and once on Saturdays.

Objects which pose a risk to passers-by and residents must be removed immediately.

In winter, as required, gritting should be carried out and snow and ice should be removed on a daily basis. The preventative measures against slipperiness in winter are to be carried out according to the respective applicable statutes of the administrative district of Ulm in relation to the cleaning, snow-clearing and gritting of the pavements. Grit is to be procured by each individual tenant. Out of consideration for the environment, please use as little salt as possible, and instead use other grit materials. The areas for the sweeping week will be defined by the landlord. If required, special arrangements can be made.

Waste and refuse may only be placed in the designated waste containers. Please avoid dirtiness caused by waste or refuse in the building, along the access routes or at the point where the waste containers are located.

The laundry rooms and drying rooms are available for the use of all tenants. The landlord may divide these as required. After washing, the laundry room and all other furnishings are to be thoroughly cleaned. The keys to the laundry rooms and drying rooms are to be punctually handed over to the following person. Washing may only be dried on the balconies below the parapet.

Carpets may only be cleaned at the specified location. Textiles and footwear may not be cleaned out of the windows, over the balcony parapet or in the stairwells. It is prohibited to shake out dust cloths, brooms and similar items over the balcony or out of the window.

Flower boxes may only be installed on the inner side of loggia and balconies. They must be installed properly and securely. When watering plants on the balconies and windowsills, care should be taken that the water does not run down on to the house wall below, and that it does not run onto the windows and balconies of other residents.

Domestic and kitchen waste, sanitary products, disposable nappies etc. must not be disposed of in the toilets and/or drainage basins.

The apartment should also be kept sufficiently ventilated during cold periods of the year. This can be achieved by opening windows for at least short periods of time. Do not ventilate the apartment, and especially not the kitchen, by leaving the door to the stairway open. Please bear in mind that several short and powerful rounds of ventilation is more effective and practical than continuous ventilation through a slanted window. This should particularly be observed in apartments with insulated glass windows.

Cellar windows, attic windows and stairway windows should be kept closed during cold periods of the year. Attic windows should be closed and locked during rainy weather and storms.

Should the outside temperature fall below freezing, all appropriate measures should be taken to avoid the sanitary facilities from freezing up.

Parking vehicles is only permitted in the spaces provided for this purpose. Vehicles may not be cleaned within the residential complex. Please take care that escape routes are kept clear.

#### IV. COMMUNAL FACILITIES

The usage regulations as well as the operating instructions and signs apply for the communal facilities. Scheduling plans should be observed.

##### Lifts

Small children may only use the lift when accompanied by an adult.

Heavy and bulky objects, pieces of furniture and other similar items may only be transported in the lift if they do not exceed the maximum permitted load capacity of the lift.

The responsible caretaker must be informed if the lift is to be used for the purposes of the transportation of household goods, and information on the transportation company must be provided. In this case, the lift cage is to be preserved in a suitable form. Any dirt is to be cleaned away immediately.

Communal antenna/ broadband cable connection

The connection of antenna sockets to the receiver in the apartment may only be carried out with the receiver connection cable provided for this purpose. Connection with other connection cables is not permitted, as the reception of other participants is disrupted as a result.

Residents must immediately inform the responsible caretaker of any damage to the communal antenna or disruptions to reception which are caused as a result of faults or defects of the communal antenna. Only appointees of the landlord are permitted to carry out work on the facilities.

The mounting of satellite dishes, other antennae and receiving systems outside of the closed rented rooms is not permitted or is subject to approval according to the contractual agreements.

##### Communal washing facilities

The communal washing facilities are to be used at your own risk. Replacements for spoiled or damaged items is expressly excluded. The facilities are to be used carefully. In case of breakdowns, the machine is to be stopped immediately and the responsible caretaker is to be informed straight away.

Please take care that pets are kept away from the play area, and especially from the sandboxes.

#### V. PROPERTY MANAGEMENT

The property manager operates in the interests of the landlord as well as the household community and is responsible for overseeing the adherence to the rent contract and the house rules, amongst other things. He is to be supported by every occupant in the fulfilment of his duties.

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