

## House Rules

The tenant will only feel at home in the house and his apartment if he and the members of his family live as a community with the other tenants and feel committed to living together on the basis of mutual consideration. Every tenant is therefore obliged to keep peace, order and cleanliness in the house, in general, and in his apartment, in particular. These House Rules are established in the interest of all residents and also of the housing company.

### I. Quiet in the house

(1) In the interest of consideration of residents for each other, disturbing noise should be avoided. Audio systems, radios and television sets must not be operated at a level that is a nuisance to other residents and should therefore be used at moderate level.

Generally, times during which the use of such equipment is forbidden are from 1 to 3 pm and from 10 pm to 7 am on working days and 24 hours on Sundays and holidays.

(2) If noise cannot be avoided when tenants perform domestic or manual work in the house, the courtyard or garden, such work should be limited to the time from 7 to 12 am and 3 to 6 pm on work days (e.g., beating of carpets, moving lawn, DIY work, drilling, hammering, sawing, etc.).

(3) Laundry machines and driers should not be used between 10 pm and 7 am.

(4) Staircases, corridors, house and courtyard entries are no playgrounds for children. Anyone playing or doing sport outdoors should show consideration for other residents, for trees, shrubs and other planting. Noisy games such as football or basket ball should only be played in the grounds provided for this.

(5) Private parties continuing until after 10 pm should be announced to the affected residents in time (possibly on the notice board). Despite that, disturbances should be avoided and the noise remain moderate during rest time.

### II. Cleaning, care and cleanliness

(1) The tenant is obliged to keep his apartment clean and in good order. This includes, in particular, proper care of all floors, windows and doors and the furnishings provided by the landlord.

The frames of plastic windows and the seals around the windows should be cleaned with warm water and a suitable cleaner. Do not use cleaner containing solvent.

Damage to window frames and doors by mechanical action (drilling, nailing or gluing using solvent containing glue) is forbidden.

(2) Carpet flooring or other objects must not be fastened by drilling in the floor.

(3) Sanitary facilities, in particular, should be maintained in clean condition.

Do not dispose of domestic, hygiene or kitchen waste, paper napkins, cat litter, bird or aquarium sand and similar waste in the lavatory or kitchen sink or washbasin because this can block the drain.

Drain blocks or damage to pipes due to disposal of waste by a tenant must be repaired by the tenant at his cost.

(4) The house and the property should be kept clean.

Any contamination should be removed without delay by the party causing it.

Waste and refuse should only be disposed of in the bins provided for this.

Bulky refuse should be reduced in size.

(5) Snow and ice are cleared and the walkways gritted according to a plan prepared by the housing company. Winter maintenance action should be taken between 6 am and 10 pm.

(6) Textiles, shoes, boots, carpets or carpet floors should not be cleaned from windows, over balcony parapet or in the staircase.

(7) Do not throw cigarette ash or stubs out of windows or from your balcony.

(8) Dry laundry on your balcony only below the parapet line.

(9) When watering flowers on balconies or on window sills, make sure that no water flows down the house wall and on the windows or balconies of other residents.

(10) Do not feed pigeons from your apartment or within the residential complex.

Feeding pigeons can be punished with a fine of up to €5,000.00 (order by the regulatory authority of the City of Jena and the City of Blankenhain).

(11) If pest infestation is found in an apartment, inform the landlord without delay so that suitable control action can be taken.

(12) The tenant is obliged to keep clean all side rooms (e.g., basement, distribution boxes, attics) included in the tenancy contract.

(13) The tenant is required to clean side rooms such as staircases and corridors. If the tenant fails to comply with this duty, the landlord can hire another party to do the cleaning at the cost of the failing tenant.

The above provision does not apply if the cleaning is contracted to a specialist firm by the landlord.

(14) Basement, attic and staircase windows should be kept closed in the cold season.

Roof windows should be closed and locked during rain and storm.

**(15) Satellite receiving equipment must not be fixed except with the consent of the landlord.**

### **III. Outdoor areas**

(1) Clean and well maintained lawns and facilities shape the face of the residential complex. Therefore, neither flammable material nor items of furniture or other bulky objects should be stored there.

If this rule is ignored, the landlord can cause removal of the stored objects at the owner's cost.

(2) Green spaces should be maintained in good state in the interest of everyone.

(3) Cars or motorbikes should not be parked, washed or repaired in courtyards or green spaces. Park bicycles in the areas provided for this.

(4) To comply with the need for quiet by the residents, the use of audio systems in the outdoor areas is forbidden.

(5) Footpaths should be cleaned and maintained as provided in the relevant cleaning plan.

(6) Having barbecues – Having barbecues on the balconies of multi-story residential buildings is not permitted.

If you have a barbecue outdoors, make sure the smoke does not enter the living or bedrooms of uninvolved neighbours. Any such case would be a significant nuisance for the affected tenants. Any burning of material is strictly forbidden.

### **IV. Safety, prevention of accident and damage**

(1) Naked light and smoking are forbidden in corridors, side rooms, basements or lifts because they are a risk for people and the house. It is forbidden to store easily flammable and ignitable materials in basements, side rooms or on balconies. Fuel must be stored properly.

(2) During the cold season, radiators should never be set „Off“ but always to „Anti-freeze“, including at times when the tenant is away for a longer time.

(3) Flower boxes on balconies should be fastened properly and securely. In high-rise buildings, flower boxes are only allowed inside the balcony parapet.

(4) For reasons of order and cleanliness as well as fire prevention it is not permitted to store objects (items of furniture, flower pots and similar objects) on staircases, in corridors, basement corridors or attics.

(5) Entrance and access ways are exclusively reserved for emergencies (fire brigade, ambulance, police) or garbage removal trucks. For this reason, no cars or motorbikes should be parked there or the ways blocked by other vehicles.

(6) If a fault or damage occurs in a supply line (gas, water, electric power, heating), all residents are obliged to inform the landlord and/or the emergency service firm (tel. (03641/884-488) are informed immediately. (This also applies to houses/apartments in Blankenhain!)

## **V. Community facilities and community rooms**

(1) The community facilities and community rooms are visiting cards of the community of residents.

Mutual consideration and attentiveness as well as proper care should be matters of course. The community of residents is responsible for maintaining community facilities in a clean and presentable state.

(2) No personal objects or bulky waste should be stored in any area of the house that is used by all residents. If this rule is broken, the landlord can cause removal of the stored objects at the owner's cost.

## **VI. General**

(1) It is not the landlord's task to mediate disputes among tenants unless the dispute disturbs the house peace.