



HOUSE RULES

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Preamble

Living together in a shared house calls for mutual consideration and tolerance. In our house rules, we have outlined the things we attach importance to and what should be important to you, so that everyone can say: This is a great place to live! Good neighbourly relations will be maintained if all residents observe and comply with these house rules. Please treat the flat made available for your use and the communal facilities with care. These house rules are part of the long-term use agreement. By signing the long-term use agreement, you agree to comply with these house rules.

I. Ventilation and heating

Ventilate your home adequately. Exchanging indoor air is usually achieved by repeated bursts of ventilation. We must prohibit you from ventilating your flat into the stairwell because this clearly defeats the purpose of ventilation and can lead to harassment of neighbours. If the outside temperature drops below freezing, you must do everything in the common interest to prevent the sanitary facilities (drain pipes, water pipes, etc.) as well as radiators and heating pipes from freezing up. Therefore, it is essential to keep basement, ground floor and stairwell windows closed during the cold season, except for ventilation purposes. Close the windows in the event of heavy snowfall, rain or storms.

II. Noise protection

Noise disturbs all residents. Therefore, please observe the general quiet hours from 1 p.m. to 3 p.m. and from 10 p.m. to 7 a.m. and avoid any nuisance beyond normal levels. Set television and radio sets, other sound recording devices and computers to a moderate volume. Using these outdoors (balconies and loggias etc.) may not disturb your neighbours. Where possible, do not use washing machines, tumble dryers or dishwashers after 10 p.m. When performing noisy domestic and DIY work in your house, yard or outdoor areas, please ensure that you do so on weekdays outside the aforementioned quiet hours. This work should be completed by 8 p.m. Parties or celebrations may not cause unreasonable nuisance for the residents of the building.

As a matter of principle, the following also apply in these cases, the general rest periods. Please discuss such activities beforehand with the other residents who will then certainly tolerate a certain level of exposure to noise and odours.

III. Using the property

If your children use the playground, please ensure that you collect toys and rubbish once the children have finished playing. This helps keep the playground clean. The equipment in our playgrounds is used at your own risk. Your children must also comply with the general rest periods when playing. To protect the lawns, playing football, or riding bicycles, skateboards and using inline skates and kickboards etc. on the lawns are not permitted either. This also applies to courtyards, corridors and stairwells. Please do not throw litter on the grass or feed the animals, especially pigeons, magpies and cats. We must prohibit you from allowing your dogs and cats to foul the lawns and premises. For hygienic reasons, you must keep pets away from the playgrounds and sandpits.



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IV. Safety

The front doors must remain closed to protect the residents. Lock cellar and courtyard doors after each use.

Keep house entrances, courtyards, stairways and corridors clear because only then can they serve their purpose as escape routes. Cars and motorcycles etc. may not be parked there. For example, you may only place a pram or walker in the stairwell if they do not restrict the escape routes or do not excessively obstruct the other residents in the building. Shoes, umbrella stands and other items are to be placed in the flat, not in the stairwell. For security reasons, you may not place any items either in the communal drying room in the attic, the attic and cellar entrances, communal areas such as the laundry room or drying room etc. Storing flammable substances, highly flammable and odour-emitting substances in flats, on balconies, loggias, conservatories, cellars or attics is only permitted with our contractual consent. You may not bring explosive substances into the house or onto the premises. If you notice the smell of gas in your house or flat, do not cause anything to ignite. Do not press any electric switches. Open the windows and doors and switch off the main gas tap. If you smell gas, have identified leaks or other faults in the gas and water pipes, notify your caretaker, your energy supplier or us without delay. In an emergency, please also use the emergency numbers for the fire service and police. Attach flower boxes and flower boards so that no one will be in danger as a result. Please make sure that no water runs downwards when watering flowers. If you are going away or will not be in your flat for a lengthy period of time, leave a key to the flat with your neighbour, caretaker or other person you trust and notify us of their name and address. For safety reasons, barbecuing on balconies, loggias and on the areas directly adjacent to the building is only permitted with electric barbecues. In any case, consideration is to be given to the other residents.

V. Cleaning

Please keep the house and premises (outdoor facilities, rubbish bins) clean at all times in the interest of all residents in the building. The contractual obligations to clean the commonly used rooms, facilities and equipment remove snow and spread grit in the case of black ice are to be fulfilled alternately with neighbours on the same floor or other residents. If necessary, on request, GWG shall draw up or issue a winter service schedule or cleaning regulations. You may only beat and brush carpets in the designated area. You may not clean shoes, textiles or bathroom fittings, etc. from windows or over balcony railings or in stairwells. You may only dry laundry on the inside of balconies/loggias, below the parapet. Otherwise, you can use the laundry room and drying rooms.

Please clean these rooms and all furnishings after each use. Keep drains in toilets, sinks and washbasins free of waste. Do not pour cat, bird or other animal litter into these. Also, kitchen waste, fats, paper nappies, hygiene products of any kind may not be poured down the drain under any circumstances, but are to be disposed of with the household waste.



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VI. Community facilities

Communal facilities each have their own rules of use, operating instructions and information signs. When using these, you are to observe the division plans put in place by the residents of the building or your housing association.

Passenger lift

Please observe the terms of use and safety instructions in the lifts. The lift may not be used in the case of fire. Bulky items and heavy loads may only be transported by lift with the prior consent of the caretaker or us.

Refuse rooms and rubbish bins

Only use refuse rooms and rubbish bins during the period from 8 a.m. to 8 p.m. Only dispose of household waste in the domestic waste bin. If recycling bins (yellow bin/paper) are provided, please use them as recommended. For information about the disposal of bulky waste, please contact your local waste disposal company and only put your bulky waste out for collection on the designated collection date.

If temporary storage of items intended for collection is necessary, these items may not be stored in communal areas or cellars.

Communal aerial / broadband cable connection

Only use your television or radio receivers with suitable (approved) connection cables. The installation of antennas, satellite dishes and other receiving equipment outside the enclosed rented premises is only permitted with contractual consent.

Should you experience any interference or damage to your television or radio reception, please report this without delay to your caretaker, us or the cable network operator. Do not attempt to repair sockets or cables yourself.

Only our employees or specialist companies are authorised to perform work on the system.