

## Rules of the House

**GWB „Elstertal“ Geraer Wohnungsbaugesellschaft mbH**  
[housing society, limited liability]

A block of flats and the flat itself become a home only when and if the tenant and his / her next of kin form a domestic community together with the other occupants and contribute to the sustainment of a sound coexistence based on mutual considerateness. Every resident thus has to observe quietness, orderliness and cleanliness in the house and in the flat. For the protection of the interests of both tenant and lessor the following rules of the house are established. They are an integral part of the contract.

### Quietness in the House

Being considerate of the residents requires the avoidance of noise disturbing the peace. Using noise generating devices, equipment and appliances must not lead to any disturbance of the residents. This also applies to making music inside the flat where a low volume has to be observed in any case.

The common rooms of the house do not serve as children's playgrounds. It is not allowed to use the flat or the balcony for beating carpets or doing work which creates dirt and noise.

It is not permitted to shake out eiderdowns, blankets and the like from windows and balconies. The beating of carpets, rugs etc is permitted only in the yard area and at the spots provided at the appropriated times, (Monday to Friday from 8.0 a.m. to 12.0 noon and 3.0 p.m. to 7.0 p.m., Saturday from 8.0 a.m. to 12.0 noon and 2.0 p.m. to 4.0 p.m.).

### Maintenance and Cleanliness

It is incumbent upon the tenant to keep the flat clean and maintain it properly.

Due to the risk of blockage and the damages which may result from this the tenant must not throw any objects and the like into the toilet, the drain or the sink.

The main laundry may – unless done in an automatic washing machine – be washed and dried only in the shared facilities provided for this purpose. It is not permitted to hang-dry the washing in the flats because this results in a moisture buildup that can lead to the growth of mold in the rooms. On the balcony the hanging of washing is permitted only below the balustrade.

The feeding of pigeons from the flat or within the housing estate is prohibited.

The keeping of animals - except fish, birds and other small animals – requires the previous written consent of the lessor. The waste container areas must be kept clean and tidy.

Stairs and forecourts must be wet cleaned once a week.

To be cleaned (so called **Kleine Hausordnung** [minor cleaning cycle])

In estates with doors separating the basement sheds above the basement stairs:

a) by the tenants of the ground floor:

- the ground floor corridors together with the stone steps,
- the entrance door together with fanlight,
- the exit door to the yard with step treads,
- and the basement landing together with the basement door;

b) by the tenants of the upper floors:

- each part of the stairs concerned including the landing and the windows belonging to this section.

In estates with doors separating the basement sheds below the basement stairs:

a) by the tenants of the ground floor:

- the ground floor corridors together with the stone steps,
- the entrance door together with fanlight,
- the basement stairs together with the doors leading to the basement corridor(s);

b) by the tenants of the upper floors:

- each part of the stairs concerned including the landing and the windows belonging to this section.

If more than one tenant live on one floor they have to do the cleaning work rotating weekly.

The special cleaning cycle (so called **Große Hausordnung** [major cleaning cycle]) to be done weekly in turn by the tenants according to the cleaning cycle table comprises the following work:

a) in estates with doors separating the basement sheds above the basement stairs:

- sweeping the corridors of the basement and the loft as well as the laundry drying loft
- wet cleaning the stairs of the basement and the loft, cleaning the loft doors;

b) in estates with doors separating the basement sheds below the basement stairs:

- wet cleaning the corridors of the basement, sweeping the corridors of the loft as well as the laundry drying loft
- wet cleaning the stairs of the basement and the loft, cleaning the loft doors;

c) removal of the soot in the basement and the drying loft, caused by the cleaning of the chimneys;

d) Sweeping the footpaths in front of the estate and the yard area as well as sweeping of the stairs and the paved paths of the outside facilities, as the case may be also keeping the bicycle and pram room clean;

e) removal of paper and other refuse from the front gardens;

f) proper cleaning of the bell button panel next to the main entrance, of the letterboxes and cleaning of the cleaning grid at the front door.

In case of moving out ahead of schedule the tenant concerned shall be responsible for doing the cleaning cycle until the termination of the tenancy.

### **Outside Facilities**

No deposits are allowed in the outside facilities.

The lawns (house green) have to be treated with care in the interest of all the residents of the estate; they generally cannot be released for playing.

Parking, washing and repairing of automobiles as well as riding bicycles and mopeds in the yards and on the lawns has to be refrained from.

Company nameplates, advertising sign-plates and similar plates, furthermore any outdoor aerials and roof aerials must not be mounted without previous written consent by the lessor.

### **Damage Prevention and Accident Prevention**

Loft and basement must not be entered with naked light. Smoking is prohibited. Fuel must not be stored without written consent by the lessor.

In case of frost the imperilled pipes and installations belonging to the flat have to be protected by appropriate measures. Heating devices must not be completely turned off during the cold season even in case of longer absence of the tenant

Flower boards and flower boxes attached to windows, loggias and balconies must be mounted in an appropriate and safe way.

Damages to and deficiencies of the flat and / or house must be reported to the lessor or the property management immediately. In case damages to or malfunctions of the service pipes (gas, water, electricity and heating) occur, this has to be immediately reported – in addition to the report to the lessor – to the repair service and / or supplier.

The obligation to clear snow and ice and strew sand or salt depends on the clauses of the tenancy agreement.

Dogs have to be kept on a leash within the building and the residence facilities. Every dog owner is furthermore obliged to take care that the fouling of buildings and residential estates and facilities, in particular of sandboxes and playgrounds caused by his / her dog is avoided and that possible pollutions will be eliminated or that their elimination will be initiated.

The front door has to be kept closed in general.

In case the tenant is absent for a longer period of time he / she shall leave the key to his / her flat with a trusted third party and inform the lessor and / or janitor accordingly. He / she may also leave the keys with the lessor and / or janitor. In general, keys to the estate and the flat must not be handed over to persons living outside the residential estate. Any loss of these keys has to be reported to the lessor. In case of moving out all keys have to be handed over to the lessor. In case of failing to do so the lessor is entitled to exchange the locks of the flat door and the door to the main entrance and to have the corresponding key made, all at the tenant's expense.

## Shared Facilities / Common Rooms

All tenants are responsible to keep the shared facilities and the common rooms clean and to maintain them.

Objects, in particular furniture, bicycles, mopeds, prams and the like must not be deposited on stairs and in corridors (stairwell escape routes). Private objects must not be stored permanently in the shared areas of the basement and the loft. If objects are stored temporarily in these areas, the owner's name must be attached to such objects.

Common rooms must not be used for other purposes without the permission of the lessor. In case there are special terms of use, these have to be observed.

## Airing and Heating

The flat has to be aired sufficiently throughout the year. This is done by at least 3, in case of dwelling in new housing development during the first three years at least 5 daily „airing thrusts“ of a duration of 5 to 10 minutes, depending on the degree of humidity. An airing thrust means opening the windows wide, if possible with a draught. If a draught is not possible due to the partitioning of the flat, the airing has to be done across.

Leaving the windows ajar is not sufficient and should be avoided in the winter. Apart from the air thrusts mentioned above, the flat has to be immediately aired sufficiently by air thrusts after the occurrence of major steam volumes (cooking, having a shower or a bath, drying laundry). The flat, in particular the kitchen / kitchenette, must not be aired towards or into the staircase.

The minimum clearance between a wall and a piece of furniture must be 5 cm, in dwellings in new housing development 10 cm during the first three years, in order not to cut off the necessary circulation of air in the room . If pictures, carpets, arrasses etc are attached to a wall facing the outside, airing has to be provided by adequate measures (canted suspension, distance pieces etc.).

The flat has to be heated in a way, that the room ambient temperature is sufficient also near the walls facing the outside in the corner areas. The individual internal temperatures for heated rooms in tenements are (Standard Internal Temperature according to DIN 4701):

- living rooms and bedrooms, kitchen, toilet	+ 20 °C
- bathrooms	+ 24 °C
- heated adjoining rooms (if there are any)	+ 15 °C

If these temperatures are fallen short of, increased heating and airing is necessary.

## Lessor's Agents

The lessor's employees, in particular his / her caretakers, janitors and unsalaried honorary representatives act on behalf of the lessor within the tasks of their field of responsibility.

Gera  
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