

HOUSE RULES

BAUGENOSSENSCHAFT FAMILIENHEIM EG



BAUGENOSSENSCHAFT
FAMILIENHEIM

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The coexistence of several people in a house community requires mutual consideration and tolerance. In our house rules we have worked out what is important to us and what should be important to you, so that everyone can say: This is a good place to live!

Observance of and compliance with these house rules by all residents guarantees good neighbourliness. Please treat the flat and the communal facilities with care.

These house rules are part of the tenancy agreement. By signing the tenancy agreement, you undertake to comply with these house rules.



**" WHAT ONE PERSON
CANNOT DO ALONE,
MANY CAN DO IT TOGETHER. "**

- Hermann Schulze-Delitzsch

1 HOUSE CLEANING

BIG SWEEP WEEK

1. House and outdoor facilities must be kept clean. Any soiling must be removed immediately.
2. According to the enclosed plan, the residents of the house have to
 - the hallways in front of the individual basement rooms,
 - the general storage room including bicycle room,
 - the drying room,
 - the shared memory,
 - the access stairs to the attic,
 - the lift,
 - the outdoor area,
 - the location of the waste containers,
 - the access routes to the house including the pavement,
 - clean and maintain the house entrance door including the letterbox system.
3. Emptying and maintenance of the household rubbish bin/container must be ensured.

WINTER SERVICE

1. The duty of road safety for public footpaths and entrances imposed on the building owner is transferred to the tenants.
2. Anyone who is unable to fulfil these obligations due to age or health must provide a suitable replacement. If this results in costs, these are to be borne by the tenant.
3. In winter, the access routes to the house and the footpaths/sidewalks along the house must be cleared of snow and gritted in case of icy roads in accordance with the gritting obligation statutes issued by the responsible municipality.
4. The cleaning and winter service schedule set up by the landlord regulates the time of use. In case of heavy snowfall, we ask the community for mutual support.

SMALL SWEEPING WEEK

1. Staircase cleaning is to be carried out by the respective tenants on a weekly basis within the individual floors and includes:
 - Access stairs, landing in front of the flats and staircase windows.
 - For the duration of his absence or in case of illness, the occupant of the house must ensure that the cleaning duties are complied with.



THESE INSTRUCTIONS ONLY APPLY TO HOUSES WITHOUT CARETAKER SERVICE.

2 PROTECTION FROM NOISE

1. Noise is a burden on all residents. Therefore, please observe the general quiet times from 1.00 p.m. to 3.00 p.m. and from 10.00 p.m. to 8.00 p.m. 7.00 a.m. and avoid any noise disturbance that exceeds the unavoidable level. This does not apply to craftsmen commissioned by Familienheim.
2. Set television and radio sets, other audio media and computers to room volume; their use outdoors (on balconies, loggias, etc.) must not disturb your neighbours. You must also not disturb your neighbours by playing music, especially during the general quiet hours. Only operate washing machines, tumble dryers and dishwashers between 7.00 and 22.00.
3. When carrying out noisy domestic and manual work in the house, courtyard or outside areas, make sure that you carry out this work on weekdays outside the aforementioned quiet times. This work should be completed by 20.00 hrs.
4. Parties or celebrations must not lead to unreasonable noise disturbance of the household. In principle, the general quiet times also apply in these cases. Please talk to the other residents beforehand, who will certainly tolerate a certain amount of noise and odour.
5. When parking motor vehicles on our property, any unnecessary noise must be avoided.
6. Children are not allowed to play in the stairwell, in the cellars, other adjoining rooms and in front of the building entrance because of the associated risk of accidents.
7. In order not to subject the residents of the house to an unreasonable nuisance, move-ins and move-outs are only possible between 7.00 a.m. and 8.00 p.m. in each case.
2. The green and plant areas may not be used for storage and parking. The driving and parking of vehicles on the green areas and the access paths is strictly prohibited. Repairs to motor vehicles (oil changes, etc.) are not permitted.
3. New plantings in the outdoor area may only be carried out with the prior written consent of our cooperative.
4. When parking bicycles in the bicycle room, the outside door of the cellar must be used, if available. Bicycles and other vehicles may not be parked on the wall of the house or in the hallways (stairwell). The repair of such vehicles is only permitted in your own cellar. It is essential to ensure that no oil, other strong-smelling or environmentally hazardous liquids are spilled.
5. The children's playground must be kept clean. The parents whose children play in the sandbox and the surrounding area are responsible for cleaning. Children of other people are only allowed to play on the property belonging to the house in the company of children of the house residents. For hygienic reasons, please keep pets away from the playgrounds and sandboxes.
6. Children should play in the playgrounds if possible. When playing games and sports in the grounds, consideration must be given to the residents and the planting. Noisy games and sports (e.g. football) are prohibited on our properties.
7. Tenants are not permitted to set up their own playground equipment (e.g. trampolines, slides, sandboxes, etc.) on the property. This also applies to temporary and mobile installations. Social structures (pavilion, tent) may not be erected without the prior written consent of the cooperative.
8. In the interest of a tidy overall impression, the letterbox and bell system must be maintained by all tenants and protected from wanton destruction.

3 MAINTENANCE OF PROPERTY AND HOUSE

1. Damage to the communal facilities is the responsibility of all tenants. Each tenant should therefore strive in his own interest to avoid such damage.

- Only use the name badges prepared by our cooperative (replacements can be requested).
- Stickers (e.g. prohibition signs) should be avoided.
- For "No Advertising" signs, please only use the copy provided by the landlord.
- Upon moving out, the tenant is responsible for returning the letterbox and bell system to the landlord in a tidy condition (without stickers).

9. If vermin are found in the flat, in the cellar or in the common rooms, this must be reported to the cooperative immediately so that sensible control can be carried out.
10. You may only knock and brush carpets in the designated area. Shoes, textiles, bathroom sets etc. must not be cleaned out of windows or over the balcony parapet or in the stairwell.
11. Flower boards and boxes must be properly and securely installed. When watering flowers on balconies and windowsills, care must be taken to ensure that no water runs along the wall of the house and onto the windows or balconies of other residents.
12. From the 5th floor onwards, flower boxes may only be hung inside the balcony for safety reasons.
13. Changes to the exterior, e.g. the addition of awnings, partition walls on the balconies, etc., are only permitted with the prior written consent of our cooperative. The tenant is liable, even with the prior approval of our cooperative. Furniture may only be placed on the balconies below the parapet.
4. For safety reasons, barbecuing on balconies, loggias and on the areas directly adjacent to the building is only permitted with an electric barbecue; in any case, consideration must be shown to other residents.
5. In the event of leaks or other defects in the gas and water pipes, the gas and water works and the cooperative must be notified immediately. If the smell of gas is noticed in a room, the following precautionary measures must be taken:
 - close the main tap,
 - Do not use open light,
 - do not operate an electric switch,
 - open all windows.
6. If the general corridor and staircase lighting fails, this must be reported to the cooperative immediately.
7. In the event of damage to a water or heating cost meter, the landlord must be notified immediately.
8. The resident must notify the cooperative immediately of any damage to or malfunctions of technical systems, such as heating, lift and communal aerial. It is not permitted to commission the repair of the fault oneself. Only persons authorised by the landlord are entitled to carry out work on the system. The tenant must allow the person authorised by the cooperative access to the flat if this is necessary to determine and rectify the damage.

4 SECURITY

1. To protect the occupants of the house, it is urgent to ensure that the front door is always kept closed.
2. Keep house and courtyard entrances, stairways and corridors clear because only then do they fulfil their purpose as escape routes. Bicycles, motorbikes, etc. in particular do not belong there. For example, you may only park a pram or walker in the stairwell if this does not restrict escape routes or obstruct other residents. Shoes, umbrella stands and other items belong in the flat, not in the stairwell. For safety reasons, you are also not allowed to leave objects on the common drying floor, in the floor and cellar corridors, in the communal cellar and in communal rooms such as the laundry room, drying room, etc.
3. The storage of inflammable, highly flammable objects and odour-causing substances on the balcony, terrace, in cellars or storage rooms is prohibited.
9. Children who are not of school age are not allowed to use the lift without the accompaniment of an adult. The parents or guardians bear full responsibility for this.
10. Electrical lines may only be changed with our prior written approval by an authorised specialist. Electrical appliances, lighting units and accessories must comply with VDE regulations. When using appliances with high connected loads (washing machine, heating ovens, baking ovens, etc.), the cross-section of the lines must be observed; the tenant is liable in the event of non-compliance.



5 CARE OF THE FLAT

1. The flat with all accessories is to be treated with care and always kept in a clean condition and free of vermin. The same applies to the cellar and attic. All rooms may only be used for their intended purpose.
2. Floors must be maintained according to their type or covering. Linoleum and hardwood floors (parquet and similar) require special treatment.
3. Toilet facilities, washbasins and sinks, sinks, water pipes and taps, central heating, bathing facilities, ovens, electric lights and bells must be treated with special care.

6 WASTE DISPOSAL

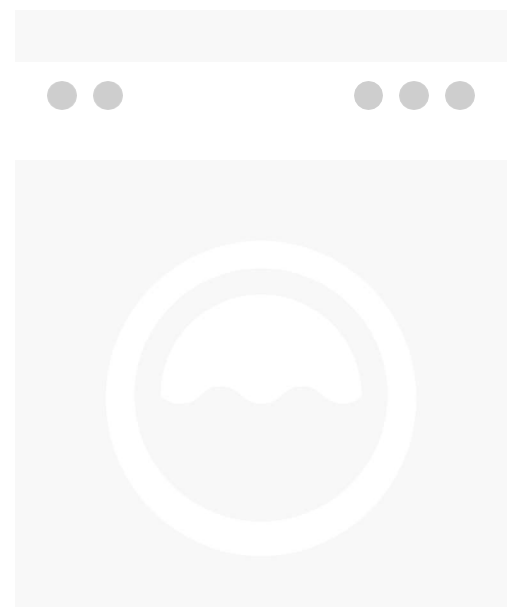
1. Litter and rubbish may only be thrown into designated rubbish containers. Care must be taken to ensure that no waste or rubbish is spilled in the house, on the access paths and at the location of the rubbish containers.
2. When disposing of waste, the applicable regulations of the District Office must be observed.
3. Organic waste must not be thrown loose into the organic waste bin.
4. Each tenant is responsible for their "yellow bag" and must keep it in their cellar until the collection date.
5. No bulky waste or loose rubbish may be deposited in the rubbish bins/garbage areas. For the disposal of bulky waste, please contact your municipal waste disposal company and only put your bulky waste out for collection on the disposal date.
6. No waste of any kind may be thrown into the toilets and drainage basins. In particular, do not throw cat, bird or other animal litter down the drains; kitchen waste, grease, paper nappies and hygiene articles of any kind should never go down the drains, but should be disposed of with household waste.
7. Also, rubbish must not be stored in plastic bottles, cardboard boxes, etc. either in the cellar, on the balcony or in any other place in the house or outside the house.

7 LAUNDRY DRYING

1. If it is necessary to dry laundry on the balcony, this should be done inside, underneath the balcony parapet.
2. No dripping wet laundry may be hung up in the drying room or in the attic. Tenants should agree among themselves on the use of the drying room, unless otherwise instructed by our cooperative. Hang up the dry laundry quickly.

8 VENTILATION AND HEATING

1. The flat must be sufficiently ventilated even in the cold season. This is done by opening the windows as briefly as possible. The flat - especially the kitchen - must not be ventilated towards the staircase.
2. The information brochure enclosed with the house rules provides information on the correct ventilation of your home.
3. Cellar, floor and stairwell windows must be kept closed during the cold season. They may only be opened briefly for ventilation. It is also important to ensure that these windows are closed at night.
4. If the outside temperature drops below freezing, all appropriate measures must be taken to prevent the sanitary facilities from freezing.
5. Close the windows during heavy snowfall, rain and storms.



9 GENERAL NOTES

1. For safety reasons and to protect non-smokers, it is forbidden to handle naked lights and to smoke in the attic, cellars, lifts, stairwells and garages.
2. The regular sale of goods and items, as well as services of any kind in our flats is not permitted without our prior, written consent.
3. Antennas and SAT systems may only be installed or modified with the prior written consent of the lessor. The place of installation shall be determined by the lessor.
4. If a broadband cable connection is available, the installation of a SAT system is prohibited in principle.

10 PET KEEPING

1. The keeping of dogs and cats is prohibited. In exceptional cases, consent may be granted by the landlord. However, the landlord may revoke a consent granted if conditions are not complied with, residents, house and property are endangered or impaired, neighbours are inconvenienced or circumstances arise under which a consent would no longer be granted.
2. Keeping small animals (e.g. budgies, ornamental fish, hamsters, etc.) is permitted. However, it must be ensured that the animals do not disturb the other tenants (noise or odour nuisance etc.).

Dogs must be kept on a leash inside the house and on the property. Any soiling caused by animals must be removed immediately.




IN THE EVENT OF NON-COMPLIANCE WITH THESE

THE TENANTS SHALL BE LIABLE FOR ALL

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