

House rules

Dated: June 2021

We would like you to feel at home here with us. We do our best—but we also need you! Please treat the flat, the building and the grassed areas with care and consideration and take care to abide by good neighbourly conduct here inside the building. These house rules apply to all GESOBAU tenants.

NOISE PROTECTION

- Avoid making loud or disruptive noises at all times, especially from 1.00 pm to 3.00 pm. and from 8.00 pm to 7.00 am, as well as all day on Sundays and public holidays. Please observe the Berlin State Immission Control Act (Landes-Immissionsschutzgesetz Berlin) in its current version.
- Please understand that winter services are permitted to operate during these periods.
- If disruptive noise is unavoidable, it is only permitted on weekdays (Monday to Saturday) between 8.00 am and 1.00 pm and between 3.00 pm and 7.00 pm.
- Music of any sort, including the playing of musical instruments, must not disturb other residents in the building.
- The quiet periods also apply to the playgrounds and football areas.

INSIDE THE APARTMENTS

Balconies, roof loggias, terraces

- Balconies, roof loggias and terraces define the appearance of the building. It is not permitted to alter this appearance independently with awnings, cladding, trampolines, larger play structures, etc. Anyone wishing to attach an awning or similar to their balcony must ask the landlord for permission in advance.
- Painting loggias in different colours at one's own discretion is likewise prohibited.
- Washing that is hung up on balconies and loggias must not be visible from outside the building.
- Any visible display of national symbols and the like as well as a visible display of political statements is prohibited on the balconies and loggias as well as in and on our properties.
- Balconies and loggias must be kept free of snow so as not to damage the building and the flats as a result of additional load and melt water.
- Flower boxes and flower pots may only be placed on the inside in front of the windows and on or in front of the balcony railings. This is only allowed if suitable devices are provided to prevent water from falling down and pouring off.
- When watering flowers, make sure that the water does not run down the wall surfaces or soil other balconies and open areas. The use of barbecues of any kind on balconies, roof loggias and terraces as well as in the inner courtyard is prohibited.

Pets

- GESOBAU is not required to agree to the keeping of small animals. This applies to fish, birds or hamsters, for example.
- The situation is different for dogs: GESOBAU must always agree to the keeping of a dog.
- Dog ownership is subject to the Dog Act in conjunction with the Ordinance on the Identification of Dangerous Dogs. So-called listed dogs may not be kept in GESOBAU flats.
- You must keep dogs on a leash in our housing complexes.
- Dogs with a shoulder height in excess of 50 cm require a muzzle.
- Never leave dogs unattended inside the housing complex!
- The dog owner is responsible for ensuring that people, animals and property are not put at risk by the dog.
- Dogs are not allowed on children's playgrounds, lawns and grass areas.
- Any soiling inside the building (corridors, hallways, lifts, etc.) and in the housing complex (pavements, green areas, etc.) must be cleaned up by the pet owner.
- Cats may only be kept inside the flat.
- Cat litter may only be poured into the waste containers and not into the toilet bowl.
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INSIDE THE BUILDING

Shared facilities

- We kindly ask you to always close the front door for your own safety. Keep doors on fire escape stairs inside multi-storey buildings and doors leading directly into cellars and storage rooms closed at all times.
- Do not store easily combustible materials (for example, petrol canisters) in cellars or attics.
- In order to avoid fire hazards, cellars, attics and similar rooms must not be entered with open flames (for example, candles).
- Please do not place any objects in attics, entrance areas, boiler rooms, laundry rooms, staircases as well as star-formed corridors, arcades and in the cellar corridors.
- Switch off the lights after using the shared rooms.
- In frosty weather, cellar windows, other outside windows and external wall openings must be closed.

Stairwell and corridors

- In order to prevent accidents and keep escape routes free, bicycles, mopeds and prams must not be parked in stairwells, cellar corridors and on the staircases. The same applies to shoe racks, flower pots and decorative elements.
- Doormats may not be placed in front of the flat entrance door and along the travel paths in the stairwells and hallways. The tenant is liable for any damage in case of violation.

- When transporting objects, soiled or damaged staircases and hallways must be cleaned immediately and properly repaired if damaged. In addition, a report must be made to GESOBAU.
- If house cleaning in order to clean floor areas, windows, doors and stairs is carried out by the tenants, only use cleaning agents that do not damage the material or paint.

OUTSIDE AREAS

Open areas

- GESOBAU has the legal duty to ensure the safety of the property. The private installation of fixed or mobile playground equipment, trampolines and swimming pools is therefore not permitted for safety reasons. It is also prohibited to set up chairs and garden furniture on the open areas. In the event of any violation of this rule, no liability claims can be made against the landlord.
- If you use the courtyard, please make sure you leave it in a tidy and clean condition. Please also remember to observe the quiet periods.
- Barbecuing in the inner courtyard is not permitted. Barbecuing is only permitted in specially arranged and designated areas.

Parking and car parks

- Individual rental agreements apply to the use of car parking areas, parking spaces, officially designated parking areas and multi-storey car parks, unless the parking area is freely accessible. Only officially registered vehicles may be parked.
- Owners of cars, motorbikes and other vehicles are expected to refrain from unnecessary honking of horns, running of engines and loud slamming of vehicle doors on the premises.
- Vehicles may not be washed or repaired in the parking areas or car parks. In particular, the draining of liquids such as oil or cooling water from the vehicle is prohibited.

Interaction with wild animals

- Please do not feed pigeons or other free-living animals. Dirt as well as vermin in the flats and rats in the cellar could be a consequence. Leftover food attracts vermin of all kinds, especially rodents.

PLEASE LOOK OUT FOR YOUR CHILDREN

- Outside of the flat, children should always play in the available playgrounds of the housing complex. Parents and supervisors must ensure that other residents are not unreasonably disturbed, especially during the general quiet hours.
- The playgrounds of the housing complex must be left in a clean condition.
- Children's play within the living quarters must not disturb the other residents. Parents and guardians must encourage children and youths to refrain from making avoidable and unacceptable noise, especially during quiet hours.
- When riding bicycles in the housing complex, other persons must not be endangered.
- Riding bicycles and playing football on the green spaces and

courtyard areas and directly in front of building entrances is prohibited.

**IMPORTANT
INFORMATION
ON WASTE
DISPOSAL**

- Waste may only be disposed of in designated waste containers. They should be closed after use.
 - In particular, kitchen waste, ashes, polluting liquids and other waste must not be disposed of by throwing or pouring it into toilet bowls and/or sinks or the ground.
 - Store waste in closed containers in the rented rooms—not in the stairwell or in the common areas—until it is thrown into the waste containers provided for this purpose.
 - In the interest of environmental protection and cost limitation, it is required to use available recycling containers.
 - Bulky waste, e.g. mattresses, boxes and cartons, can be collected by the public cleansing service. Tenants must then independently contact the waste disposal service (Berliner Stadtreinigung) and make an appointment. We would also like to encourage you to drive to recycling centres independently.
 - Small boxes and cartons must be shredded before being thrown into the paper containers so that the bin can be closed again.
 - If plastic bags are used to transport paper, they must be disposed of separately in the yellow bin/recycling bin.
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HAZARDS

- Please help to avert dangers, for example due to frost, storms or fire damage, and to avoid damage to the building fabric, stairwells, house entrances and flats, and to prevent annoyance and disturbance by strangers.
- If you notice any such occurrences, please report them to your landlord or seek assistance from the police.

These house rules are part of your tenancy agreement.

Insofar as it is necessary in the interest of proper management of the housing complex and is reasonable for the resident, the house rules can be changed at a later date.

The obligations mentioned here are valid during the entire tenancy and do not cease to apply in the absence of the tenant.