

House rules

Dated: August 2023

We would like you to feel at home here with us. We do our best – but we also need your help! Please treat your flat, the building and grassed areas with care and consideration and take care to behave in a neighbourly manner inside the building. These house rules apply to all GESOBAU tenants.

NOISE PROTECTION

- Avoid making 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 current version of Berlin's Pollution Control Act. [Landes-Immissionsschutzgesetz Berlin \(LImSchG\) – Berlin.de](#)
- Please understand that winter services are permitted to operate during these periods.
- If disruptive noise is unavoidable due to work being carried out in your flat, it is only permitted on weekdays (Monday to Saturday) between 7.00 am and 1.00 pm and between 3.00 pm and 7.00 pm.
- Music of any kind, including the playing of musical instruments, must not disturb other residents in the building.
- These quiet periods also apply to the playgrounds and football areas.

INSIDE THE APARTMENTS

Balconies, roof loggias and terraces

- Balconies, roof loggias and terraces define the building's architectural appearance. It is not permitted to independently alter this appearance with awnings, cladding, trampolines, balcony heaters, larger play structures, etc. Anyone wishing to attach an awning or similar to their balcony must ask GESOBAU for permission in advance.
- Painting loggias in colours of your choice is prohibited.
- Washing that is hung out to dry on balconies and loggias must not be visible from outside the building.
- Balconies, loggias and terraces must be kept free of snow so as not to damage the building and flats as a result of additional load and melt water.
- Flower boxes and 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 the boxes and pots from falling and the water from running off.
- When watering flowers on balconies and window sills, make sure that the water does not run down the walls or soil other balconies and open areas.
- The use of barbecue grills of any kind on balconies, loggias and terraces, or in the inner courtyard, is prohibited.

Pets

- Keeping pets is subject to specific legal regulations.
- GESOBAU is not required to issue separate approval for the keeping of small animals. This applies to fish, birds and hamsters, for example.
- Although cats do not require approval, they must only be kept inside the flat. Cat litter may only be disposed of in the waste containers and should not be poured into the toilet bowl.
- We 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. No dog breeds that are included on this list may be kept in GESOBAU flats.
- You must always keep dogs on a lead in our housing complexes.
- 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 in children's playgrounds, or on lawns and grassed areas.
- Any soiling, especially dog waste and animal hair, inside the building (corridors, hallways, lifts, etc.) and in the housing complex (pavements, green areas, etc.) must be removed by the pet owner.

INSIDE THE BUILDING

Shared facilities

- We kindly ask that you always close the front door for your own safety. Please also 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, do not enter cellars, storage facilities and similar rooms with open flames (for example, candles).
- Please do not leave any objects in attics, entrance areas, boiler rooms, laundry rooms and stairwells, or in service corridors, access areas and cellar corridors. Any such objects will be regarded as bulk waste by GESOBAU and regularly disposed of **at the tenant's expense**.
- Switch off the lights after using communal rooms.
- In frosty weather, cellar windows, other outside windows and external wall openings must be closed.

Stairwells 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 or in high footfall areas in the stairwells and hallways. The tenant is liable for any damage in case of violation. We will not be liable in the event of an accident caused by a doormat and/or shoes left lying around.
- If you soil or damage staircases and hallways when transporting objects, you must clean them immediately and/or have them professionally repaired if they have been damaged. In addition, a report must be submitted to GESOBAU.

OUTSIDE AREAS

Open areas

- GESOBAU has a 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 in the open areas. In the event of any violation of this rule, no liability claims can be made against GESOBAU.
- If you use the inner courtyard during your tenancy, please make sure you leave it in a clean and tidy condition. Please also remember to observe the quiet periods.
- Barbecuing in the inner courtyard, on balconies and terraces, as well as in the gardens belonging to rented flats, is not permitted, as the smoke and smell may disturb the neighbours. Barbecuing is only permitted in specially arranged and designated areas.
- Raised beds and planting are only permitted with our consent, as is the installation of rain barrels, as these are potential sources of danger.
- Parking rental scooters and rental bikes on our premises is prohibited.

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 engine coolant, from the vehicle is prohibited.

Interaction with wild animals

- Please do not feed pigeons or other wild animals. This could result in dirt and vermin in the flats and rats in the cellar. 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 disturbed, especially during the general quiet hours.
- The playgrounds of the housing complex must be left in a clean condition.
- Children playing within the living quarters must not disturb the other residents. Parents and guardians must encourage children and youths to abide by these house rules.
- 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 the designated waste containers. These should be closed after use.
- In particular, kitchen waste, ashes, polluting liquids and other items must not be disposed of in toilet bowls and/or sinks or on the ground.
- Please use public recycling facilities to dispose of glass.
- Bin stores and waste disposal areas are to be kept clean at all times.
- Store waste in closed containers in the rented rooms – not in the stairwell or in the communal areas – until it is thrown into the waste containers provided for this purpose.
- In the interest of environmental protection and cost limitation, it is necessary to use the available recycling containers and to separate waste correctly.
- **Bulk waste, e.g. mattresses, boxes and larger cartons, may not be discarded in communally accessible areas of the building, in the cellar or on building grounds.** These items can be collected by the waste disposal service. Tenants must independently contact the waste disposal service (Berliner Stadtreinigung) and make an individual appointment. Please use the recycling centres operated by Berliner Stadtreinigung (BSR) to dispose of waste. If we have to arrange disposal, this will result in increased operating costs.
- Small boxes and cartons must be flattened 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/recycling bin.

HAZARDS

- Please help to avert dangers, for example caused by frost, storms or fire damage, and to avoid damage to the building fabric, stairwells, building entrances and flats, and to prevent annoyance and disturbance by strangers.
- If you notice any such occurrences, please report them to us immediately 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.

