



HOUSE RULES



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The following House Rules are to be seen as a legally binding component of the Tenancy Agreement. These House Rules also apply to the garage and the underground garage facilities.

1. QUIET PERIODS

- 1.1 Quiet periods to be generally observed in the residential complex: 1.00 pm to 3.00 pm and 10.00 pm to 7.00 am. Noise is also to be kept to a reasonable level outside of these quiet periods. The complex is to be kept generally quiet on Sundays and on public holidays. This rule is also to be observed when carrying out household or manual jobs that may cause noise (except for work by external contractors).
- 1.2 If work is being carried out in the building, the courtyard or the garden that will create noise and this work is unavoidable, then it is to be carried out in the periods between 8.00 am and 1.00 pm and from 3.00 pm to 8.00 pm.

2. SECURITY

- 2.1 In order to protect the residents, the exterior and courtyard doors are to be kept closed from 10.00 pm until 6.00 am. As these are escape routes, they may not be locked.
- 2.2 The entrance doors to the building and courtyards and all corridors, cellar passages and staircases are to be kept clear as they are escape routes. It is not permitted to store objects in these areas (e.g. bikes, shoe racks, shoes, plants, drinks crates, etc.). Pushchairs may be left in the stairwell, provided this is legally permissible and complies with fire regulations.
- 2.3 It is forbidden to store materials that are flammable, easily catch fire, or which may create odours in the cellar or attic rooms or in the communal areas. To avoid creating a fire hazard, smoking is not permitted in the cellar or attic rooms. No objects may be stored in the communal drying loft. It is forbidden to park vehicles with a combustion engine in these areas.
- 2.4 Dynamite and explosive substances may not be brought into the building or onto the premises. If heating oil is to be stored in the building, the official guidelines in this respect are to be complied with.
- 2.5 If a leak or a defect is discovered in either the gas or water pipes, the relevant utility company and the relevant property manager are to be notified. If the smell of gas is noticed in a room, then no-one is to enter the room with a naked flame. Electric light switches should not be operated (risk of explosion). The windows should be opened. The mains gas supply should be turned off. Information is available on the relevant emergency telephone numbers.
- 2.6 The air vents in the doors and the forced ventilation vents are to be kept clear and may not be sealed up (risk of asphyxiation, risk of poisoning). Technical specifications may not be changed.
- 2.7 If the outside temperature falls to below zero, then all appropriate measures are to be undertaken to avoid the possibility of installations and pipes freezing up.
- 2.8 If the lights should stop working in the communal entrance area of the building, the corridors or the stairwells, the relevant property manager is to be informed without delay.
- 2.9 It is forbidden to have barbecues with an open fire (e.g. charcoal or gas barbecues) on the balconies, terraces or loggias, likewise in the areas directly adjacent to the residential building and in the areas for hanging up washing.
- 2.10 Window boxes for flowers must be securely attached (risk of accident). Consideration is to be shown to other residents. When watering window boxes which are attached to the facilities, please ensure that water does not pour down onto areas and/or parts of the building below.
- 2.11 Parking vehicles of any kind on the courtyard, the paths or the green areas is not permitted. Access routes for the fire service in particular must be kept clear.

3. COMMUNAL FACILITIES

3.1 The SWSG has created playgrounds in their residential complexes for the children of their tenants. These playgrounds may be used by the children and their friends, and are intended for children up to the age of eight years old. Children may also play close to the building on the green areas, in the courtyards and on the paths. Parents may put up play tents and small paddling pools in these areas and may lay out blankets on the ground.

Playing with balls is not permitted due to the risk of injury. Riding bikes on the green areas and in the playgrounds is not allowed. Car drivers must pay particular consideration to children and must avoid parking in a way that blocks the pavements or the courtyards.

3.2 Lifts

- ▶ the lifts must be treated with care,
- ▶ the lifts may only be used by children under the age of six if they are accompanied by an adult,
- ▶ heavy and bulky items or pieces of furniture and such like may only be transported in the passenger lifts provided the permitted loading capacity is not exceeded.

If the lifts are to be used for the purpose of transporting household removals goods, then the relevant property manager must be notified, giving details of the removal company to be used. The lifts are to be protected in an appropriate way. Any dirty marks are to be removed immediately.

3.3 As regards the communal areas, the regulations on use, operating instructions and notices provided are to be adhered to.

Allocation plans are to be observed. The landlord is entitled to make adjustments to the aforementioned regulations if this is deemed necessary in the interest of proper and correct management, and is considered reasonable by the tenants. Tenants make use of the communal facilities at their own risk. The user is in each case responsible for keeping the facilities clean.

4. CLEANING / CLEANING ROTA

4.1 All residents of the building are obliged to ensure the best possible standard of cleanliness in the building and on the outside premises. Dirty marks are to be removed by the person responsible for causing them. Objects that create a hazard for passers-by or other residents must be removed without delay.

4.2 The building and the premises are to be cleaned regularly by the tenants using a rota system, at least once a week and if necessary more than once a week. If a resident is unable to carry out their duties, then they are responsible for arranging a replacement person who can do so.

The tenant's cleaning rota duty starts on Monday at 12.00 am and ends on the following Sunday at 12.00 am.

4.3 The landlord is authorised to reassign the cleaning rota, if necessary.

4.4 The landlord is entitled to assign the cleaning work and the winter path clearance to a third party and to pass on the cost to the tenants, if this is deemed necessary for proper and correct management of the building.

4.5 Small-scale cleaning duty:

- ▶ The tenants on each floor are to take turns to clean the stairwells, handrails and banisters, landings, light fittings and windows in the stairwell on their floor.
- ▶ The tenants on the ground floor are also required to keep the entrance area of the building clean.
- ▶ If necessary, special rules may be prescribed by the landlord.

4.6 Large-scale cleaning duty:

The large-scale cleaning duty is assigned to the tenants on a rotating basis. Whenever necessary, and at least once a week, the following communal rooms and facilities are to be cleaned and tidied up:

- a) the paths and the area along the edge of the street (Kandel) along the premises and up to the front door,
 - b) the paths leading to the area for hanging up washing as well as the area for hanging up washing itself,
 - c) the green areas, the playgrounds and sandpits that belong to the complex, the areas where the rubbish bins are located and any other communal areas for placing items,
 - d) the stairs to the basement as well as the rear exit steps, including the exit doors,
 - e) the stairs and corridors in the basement and the communal rooms, including doors and windows,
 - f) the stairs, including the landings, from the uppermost residential floor, including the attic, the attic corridors and the associated staircase and the attic windows,
 - g) the main doors and the letter box unit,
 - h) the interior of the passenger lifts.
- i) Winter path clearance: in winter it may be necessary to scatter grit and to clear away snow and ice several times a day – in accordance

with the statute of the state capital Stuttgart concerning cleaning, clearing and gritting of the footpaths in Stuttgart in the currently applicable version – and currently this means between 7.00 am and 9.00 pm on working days and also between 9.00 am and 9.00 pm on Sundays and public holidays.

- 4.7 When tenants have finished doing their washing, the laundry room and all facilities and equipment are to be thoroughly cleaned.
- 4.8 If the tenant receives a delivery of goods that create dirty marks, the recipient is to carry out the required cleaning measures immediately. The same applies to dirty marks left when moving in or out of a flat.
- 4.9 Up until the termination of the tenancy, the tenant is obliged to comply with the House Rules, even in the case that the tenant moves out prematurely. In the same way, the tenant is to comply with the House Rules from the commencement of the tenancy and not only when they move into the flat.
- 4.10 Vehicles may not be washed within the residential complex. It is not permitted to carry out an oil change or repairs to a vehicle within the residential complex.
- 4.11 Feeding wild animals from the flat or within the residential complex is forbidden. This applies in particular to pigeons.

5. HEATING AND AIRING

- 5.1 The flat is to be kept well-aired throughout the year. Tenants are to refrain from airing into the stairwell. Details of correct airing procedure can be found in the free-of-charge SWSG booklet on the theme of „Mould“.
- 5.2 As well as flats, the stairwells and communal areas must likewise be aired intermittently. The cellar, attic and stairwell windows are to be kept closed during the colder part of the year. During rain and storms, the windows are to be kept closed or even locked.
- 5.3 If the outside temperature falls below zero, then

all the appropriate measures are to be undertaken to avoid the possibility of installations and pipes freezing up. When the tenant goes away, they are to ensure that the pipes and facilities in the flat and in other areas of the building are secured against frost.

6. DEALING WITH RUBBISH

- 6.1 Rubbish may only be disposed of in the rubbish bins intended for the purpose. Bulky items of rubbish, including boxes, are to be broken up into a more appropriate shape before placing in the rubbish bins.
- 6.2 Household and kitchen waste may not be disposed of in the toilets.

The precise system for the separation of waste and recyclable materials complies with the waste management statutes of the state capital Stuttgart.

7. PROPERTY MANAGER

The property manager works in the interests of both the company that owns the building and the tenants living there, and has various tasks, including monitoring compliance with the Tenancy Agreement and the House Rules. Their instructions are to be followed. They are to be supported by every tenant in the fulfilment of their duties.

If all those involved ensure that they comply with the House Rules, they will be contributing towards the maintenance of a well-functioning housing community.