

## House rules

(as at January 2022)

The aim of these house rules is to ensure peaceful coexistence among all residents. It specifies rights and duties and therefore constitutes an integral part of the rental agreement. These house rules apply to all residents. The lessor shall be entitled to unilaterally amend the house rules without stating any specific reasons. To this effect, the lessor shall send the tenants a written notification in order to inform them of any amendments.

Peaceful coexistence among several people living under one roof would not be possible without maintaining a certain degree of order. An atmosphere of harmony exists only when all residents show mutual respect and a regard for each other's needs.

### **Noise, disturbance and quiet hours**

All tenants shall refrain from causing any form of noise which can otherwise be prevented, both indoors in apartments and the building as well as outdoors on the courtyard and the property. There should be absolutely no noise during the night between the hours of 10:00 p.m. and 7:00 a.m.

In general, the volume of media devices and equipment should be set such that it does not exceed the living-room level.

The playing of music instruments is strictly prohibited between 10:00 p.m. and 7:00 a.m. During other hours, playing an instrument should be limited to a maximum of two hours per day.

### **Security and duty of care**

Protect yourselves and your neighbors. Make sure that the building, basement and courtyard doors are always shut but not locked. Locked doors are a hazard as they block emergency escape and rescue routes. Never lock these doors.

Building and courtyard entrances, staircases, corridors and hallways serve as emergency escape routes and should therefore be kept clear at all times. An exception may be made for prams, walking aids and wheelchairs, provided that these devices are in a collapsed state and do not obstruct escape routes or cause any undue hindrance to other residents. In specific cases, though, this may also be prohibited due to space constraints on individual premises.

Tenants may not park bicycles or motorcycles (e.g. motor scooters) nor place furniture (e.g. shoe racks) or any objects (e.g. shoes) on staircases or in basement corridors.

The storage of toxic, odor-causing substances or flammable materials in the loft or basement rooms, including the corridors, is strictly prohibited.

In general, common areas such as staircases, laundry rooms, drying rooms, etc. should be ventilated regularly. Especially in the winter months, however, windows should not be left open or tilted for a long period but only for approximately ten minutes (two to three times a day) in order to ventilate the rooms. Skylights should be closed during rain and storms.

Tenants are required to immediately notify GEBAG of any damage that has been detected or ascertained, in particular in connection with water supply and sewage pipes, humidity in the basement and loft, damage to the elevator and damage to the heating system.

Tenants should immediately notify both the respective utility company and GEBAG of any leaks in gas lines. Never enter a room with an open flame (e.g. a candle) if you smell a leak. Do not touch or operate any electrical switches. If you smell a leak, immediately open all windows and close the main shut-off valve.

### **The fire department (emergency number 112) should be notified immediately!**

Faulty lamps must be reported immediately to GEBAG so that the necessary measures may be taken to ensure safe access and routes. Due to safety reasons, tenants are requested not to replace faulty lamps on their own.

Window boxes must be securely attached to the balcony without damaging the exterior of the building or window sill. Likewise, window boxes must be attached such that they are hung inward. Tenants may not place or attach window boxes or flower pots on exterior window sills. When watering plants, please make sure that the water does not run down the wall of the building and drip onto the windows and balconies of other tenants.

Tenants who have obtained the permission from GEBAG for installing furnaces shall be responsible for ensuring proper installation and smokestack connections in accordance with the applicable regulations.

Please note that no objects, garbage and cigarette ash or butts are to be thrown out of windows or from the balcony. Likewise, beating rugs and dusting other textiles from the windows and from the balcony is prohibited.

## **Children**

Children want to and should by all means be active!

Children may play in the designated areas. For safety reasons, children are not allowed in the basement, common areas (e.g. staircases and laundry rooms), underground parking, elevators or similar common facilities.

Children are allowed to play in the courtyard and on the lawn areas belonging to the house, as long as this does not cause any undue nuisance to fellow tenants or damage to the residential/outdoor facilities (e.g. games in which objects are thrown or shot against windows or the building exterior). Playing soccer in yards with garages is not permitted.

Parents whose children play on the playground and in the sandpit shall be responsible for keeping these areas, including the surrounding areas, clean. In this regard, we ask parents to educate their children accordingly. Note that, as part of their supervisory duties, parents are responsible for their child's behavior.

Playgrounds are also open to and may be used by children visiting the children of residents.

## **Pets**

Tenants who have obtained permission from GEBAG for keeping a dog or cat must ensure that their pet is always kept on a leash and not allowed to stroll unsupervised in the outdoor areas, staircases or other common areas. Tenants must also clean up after their pets. Tenants must ensure that their pets are always kept away from the vicinity of playgrounds, in particular sandpits.

## **Cleaning of common areas**

Insofar as no specialist contractor has been commissioned by GEBAG, tenants shall be responsible for the cleaning of staircases and common basement areas.

Tenants shall arrange to take turns for purposes of cleaning the entrance to the building and the access stairs once every week and for cleaning the basement stairs, the basement corridors and the courtyard door once every month. Tenants residing in buildings with an elevator shall arrange to take turns to clean the elevator car once every week, insofar as no specialist contractor has been commissioned by GEBAG to carry out this task.

Tenants shall take turns to clean the flight of stairs leading to their floor along with the hallway/landing on a weekly basis. Hallway/landing windows are to be cleaned once every three months. Ground floor tenants shall take turns to clean the front door once every month.

All tenants who reside in buildings that possess a loft shall take turns in cleaning the loft and loft window/s at least once a month. This also includes tenants who do not use the loft. Tenants who are not in a position to fulfill their cleaning duties in accordance with the rental agreement are required to arrange for a substitute to carry out these tasks. GEBAG shall be entitled to draw up a cleaning schedule if the residents of a building are unable to arrange for the cleaning of common areas among themselves.

In the event that tenants fail to comply with their cleaning obligations, GEBAG reserves the right to appoint a specialist contractor at its discretion. The relevant costs incurred will then be included in the utility bills issued to the tenants.

### **Snow/black ice removal and safety of routes and pathways**

Insofar as no specialist contractor has been commissioned by GEBAG, all tenants – in accordance with local regulations (local statutes of the City of Duisburg) – must ensure that the paths in front of the building and next to their apartments, including sidewalks, gutters and the roadway up to its center, are in a safe condition and free of snow and ice. Gritting agents should be used to clear snow and black ice. Tenants who are not in a position to fulfill their duties when required must arrange for a substitute to carry out these tasks.

GEBAG reserves the right to appoint a specialist contractor for snow/black ice removal at its discretion. The relevant costs incurred will then be included in the utility bills issued to the tenants.

### **Waste and garbage**

Do not dispose of waste, food scraps, grease or other items that can clog the drainage system through drainage pipes in the kitchen, bathroom and toilet. Apart from causing clogging, such actions can also attract vermin (e.g. rats). Only designated containers or appropriate special/hazardous waste containers may be used to dispose waste.

Household waste may only be disposed of in the designated bins and skips. Waste must be separated properly before it is disposed. No hazardous waste and bulky items may be disposed of in containers provided for household waste. Sorting instructions from the local waste management service Wirtschaftsbetriebe Duisburg are enclosed with the rental agreement documents and are also available on the Wirtschaftsbetriebe Duisburg website.

Tenants must keep the designated zone for the storage of waste bins clean. Garbage that has fallen next to the bins during disposal must be picked up immediately and disposed of in the appropriate bin.

No bulky waste may be dumped on any GEBAG premises. Tenants must make an appointment beforehand with Wirtschaftsbetriebe Duisburg for the collection of bulky waste. Bulky waste must be placed on the public sidewalk for collection.

## **Laundry room/hours**

Except on Sundays and holidays, washing machines and dryers may be used from 7:00 a.m. to 10:00 p.m.

Common laundry rooms and lofts are to be used on a rotating basis in agreement with the other residents of the building. GEBAG shall be entitled to draw up a laundry schedule if the residents of a building are unable to arrange for the use of the laundry room among themselves.

Tenants should always make sure that the laundry room is in a clean and tidy condition before leaving.

Tenants may only install and use condenser dryers in laundry rooms, apartments and in the basement room allocated to the respective apartment. No vented dryers are permitted, unless the lessee has provided for the installation of an exhaust air and ventilation system in the appropriate rooms and premises.

## **Barbecuing**

Barbecuing on balconies/recessed balconies/terraces is permitted only in compliance with the applicable legal regulations and with an electric or gas barbecue. Only gas barbecues that use a gas bottle of maximum 5 kg per household are permitted. Gas bottles must be stored outside the apartment (e.g. on the balcony or terrace). Tenants using gas barbecues shall be responsible for their proper use as well as for ensuring the integrity and service life of the gas bottle.

Please be considerate of your fellow tenants and, ideally, cooperate with each other. As far as possible, try to talk to your fellow tenants beforehand and coordinate barbecuing activities with the above-mentioned equipment in the outdoor areas belonging to the building. Barbecuing with charcoal is not permitted – both indoors and outdoors. If barbecuing activities are a cause of excessive annoyance to neighbors, GEBAG reserves the right to prohibit barbecuing with electric and gas barbecues.

## **Tenant garden**

Tenants undertake to maintain the tenant garden. In the event that tenants fail to maintain the garden properly, GEBAG reserves the right to appoint a specialist contractor after issuing a one-time reminder. The relevant costs incurred are to be borne by the tenants.

Tenants should maintain walkways in the tenant garden such that they can be used without risk of accident. Weeds are to be removed regularly from walkways.

GEBAG must be notified immediately of all accident hazards in the garden and terrace areas.

GEBAG shall be responsible for tree care, inspection and pruning work which shall be carried out as and when required. Tenants shall be responsible for guaranteeing access to the garden.

In the area of the terrace, tenants are permitted to grow a privacy hedge or erect a privacy fence up to a height of 1.80 m and a length of 4.00 m. The plants/fence must be stable and may not pose a risk to others. Hedges must be trimmed regularly. The tenant of the building to which the garden belongs shall be responsible for the trimming of the right-hand hedge (as seen from the basement exit). Other fences and plants may not exceed the height of 1.20 m. No fences may be erected around listed buildings.

All water taps outside apartments or detached houses that are used for watering gardens and plants are to be drained in winter. Likewise, pipes must be drained and all supply connections turned off. Tenants shall bear the costs for watering their own gardens. Common water taps may only be used for watering GEBAG gardens and landscaping areas.

Tenants may not:

- plant climbers or creepers along buildings
- plant trees
- plant any species or variety of bamboo
- prune existing trees
- construct ponds
- erect fixed fireplaces or pits (e.g. masonry barbecue)
- dump garbage, bulky waste and any kinds of other objects
- erect antennas
- install and erect garden pools/swimming pools
- set up trampolines
- erect outbuildings (e.g. garden sheds) and aviaries

Tenants must apply in writing and seek the approval of GEBAG before carrying out any modifications or changes in the tenant garden and on the terraces.

The lessee shall be entitled to enter the tenant's garden during normal business hours without prior notification.

### **Common gardens/playgrounds**

GEBAG shall be responsible for the maintenance of the common gardens and playgrounds.

Tenants may not:

- plant trees and shrubs
- prune existing trees

- erect fixed fireplaces or pits (e.g. masonry barbecue)
- pave outdoor areas
- dump garbage, bulky waste and any kinds of other objects
- erect antennas
- install and erect garden pools/swimming pools
- set up trampolines
- erect garden canopies
- erect outbuildings (e.g. garden sheds) and aviaries

## **Feeding wildlife**

The feeding of wild animals (e.g. rats, pigeons, foxes) is strictly prohibited. Feeding wildlife can do more harm than good and can result in severe health risks and damage to GEBAG properties.