

## HOUSE RULES

- The leased premises and any inventory provided by the landlord are to be handled carefully and taken care of. The provided furnishings must be complete and free of damage upon the tenant's move-out. Missing furnishings will be replaced at the tenant's charge/cost.
- The landlord has the right to remove any furnishings installed by the tenant at his charge. This also applies to the communal rooms.
- The period from 1pm to 3pm in the afternoon should be kept as quiet as possible (Mittagsruhe). Also, this applies in particular to weekends.
- During the night, it is vitally important to be considerate of your fellow tenants. Playing instruments is not permitted between 10pm to 7am. Moreover, playing music is only permitted at a moderate noise level (Zimmerlautstärke).
- Knocking, hammering and drilling are to be omitted after 8pm, during the midday period (1pm to 3pm), as well as on Sundays and public holidays.
- It is not permitted to insert hooks, nails or wall plugs into the walls as there are electrical cables in all walls. Failure to follow this rule can endanger life. Further, this would cause damage to the sound insulation in the walls between the living units.
- The keeping of animals is not permitted, with the exception of small birds in small cages and fishes in aquariums.
- Smoking is strictly prohibited in communal rooms, in the laundry facilities, and in the stairway.
- The tenant is obliged to comply with the struction- and fire regulations (see the notice displayed on the notice boards of the landlord). You are to refrain from storing easily inflammable or poisonous substances in the buildings or generally on the grounds of the student residence. In particular any objects that are not in accordance with this must not be on the premises. This includes movable and fixed items, such as: bicycles, clothes stands, flower holders (jardinières), shoe cupboards, waste containers, etc. All escape and rescue routes must be kept clear at all times. The landlord will check periodically whether these regulations are being complied with by the tenant. In this regard, the landlords/caretakers are entitled to enter the common areas and the corridors/stairways without prior notice. If the tenant does not follow these contractual obligations, all objects will be removed and disposed of at the expense of the tenant. The landlord assumes no liability in this matter. Anybody who deposits objects on the floors or rescue routes endangers himself and other residents and is behaving negligently and irresponsibly.
- **The tenant is responsible for the behavior of his guests.** House keys are not to be passed on to third parties. In case of loss, the landlord must be informed immediately. The tenant is liable for monetary compensation for a replacement.
- The communal washing machines and driers will give long and trouble-free service only if they are used with care and in accordance with the instructions. The tenants are prohibited from installing and using their own washing machines.
- A community antenna is provided for television and radio. Therefore, it's not allowed to install antennas outside. Radio and television sets as well as new types of radio receivers (computers with built-in radio- or TV-card, especially computers, which can play radio programs only from the Internet) have to be registered also by the tenant if they are made available for reception in a common room. The landlord assumes no liability in this matter. We refer to the TV- and radio-licence fee.
- Portable fire extinguishers are located throughout the building. The tenants should note the instructions for use of the fire extinguishers and should immediately report damage or other disturbances.
- The toilets are not waste disposers! Costs for removing blockages of the drain pipes or other problems resulting from incorrect usage, as well as those for water damage resulting from removal of water traps from showers etc. are borne by the tenant. The tenant is responsible for cleaning the rooms containing the sanitary facilities. Dirt in the toilets, showers and sinks are to be removed immediately after usage. Repairs and modifications to the sanitary installations (bathtubs, showers, sinks, etc.), to the heating system as well as repairs and modifications to the electrical equipment are strictly prohibited. In case of any contravention, the tenant is liable to the landlord for monetary compensation for all arising expenses.
- The tenant is responsible for regular cleaning of the kitchen and kitchen furnishings/equipment. For hygienic reasons, the refrigerator shall be defrosted every 4 weeks. The cleaning within a floor of the building or an apartment of single or multiple residents shall be done in an adequate manner and according to a cleaning plan that the tenants/housemates themselves can draw up. The landlord is entitled to check whether the tenants are meeting their cleaning obligations. He reserves the right to enter and inspect the communal facilities - kitchen and sanitary facilities - at regular intervals (every 4 - 6 weeks). If it is assessed that the tenants have not complied to their contractual duties, the landlord after setting a deadline - has the right to have the observed deficiencies rectified at the tenants' expenses. As a matter of principle, the additional deployment of any large home appliances is forbidden, in either communal rooms or bedrooms.

- Barbecues on the balcony with open fire or charcoal are strictly prohibited! In so doing, damages could occur because of (black) soot deposits on walls and underneath balcony ceilings. Additionally, under the effect of heat the paint coating on walls and ceilings could suffer damage. In case of contravention, the tenant is liable to the landlord for monetary compensation for all expenses that may arise.
- It is not permitted to set foot on the roofs, the flat roofs in particular.
- The front door of the building is generally to be locked. The landlord accepts no liability in this matter.
- In buildings with an elevator (lift), the tenants are permitted to use it. The tenants are obligated to follow all respective instructions for using the elevators (see the notice on the notice board of the landlord). In particular, the tenant renounces any claims to damages following any kind of accident unless the landlord is at fault. Operating trouble is to be reported immediately to the landlord or his authorized representative.
- Putting up placards/posters of any kind in stairways, on corridor walls, or on doors is strictly forbidden.
- Only use the laid out roads and paths. Do not create any new trails by repeatedly walking along them. Store bicycles in the provided areas only. In this manner you help to preserve the gardens and keep the costs of their maintenance in check.
- Parking motorcycles is not permitted - particularly in the Studentensiedlung am Seepark and in the Studentendorf Vauban. Use the specially provided parking spaces only.
- The landlord/caretakers are not obliged to open locked room doors outside their working hours.
- Refrain from any interference with the staff of the landlord in the performance of their duties, and from causing any disturbance to other residents, in particular during the period from 10pm to 8am.
- All communally-used rooms and areas in the student accommodation building used by the tenant (i.e., common rooms, kitchens, hobby rooms, etc.) are to be treated with care/taken care of and always left in a clean state. Any bulky items and other materials that, for fire safety reasons, may not be deposited will be removed at the expense of the tenant. In your own interest make sure that no materials are stored which would hinder the cleaning contractors in carrying out their contractual duties.
- The tenant is required to sort waste materials in accordance with the local waste regulations, i.e., to put them in the correct containers, bins, yellow bags, etc. and subsequently dispose of it in the respective large waste bins.

**Reimbursement of expenses at behavior contrary to rules:**

The following will be reclaimed for extra expenses incurred by the landlord or his authorized representative in any services made necessary by contravention of the rules by the residents:

- if the tenant does not give proper notice of moving out,
- if the room and associated common facilities require special cleaning because they were particularly dirty,
- if, on moving out, items affixed to the room door and letter box were not all removed (e.g. nameplate, adhesive, etc.),
- if the caretaker's room inspection upon move-out was in vain because the tenant has not cleared the room or not cleared it in due time,
- if an employee or the cleaning company has to remove left-behind objects, including bed-linen, from the room,
- if employees (caretakers) are required after or outside regular working hours,
- if objects have to be removed from passageways (e.g. landings),
- if room doors have to be unlocked during and outside working hours.

Invoices for the various amounts will be processed by the landlord according to the expenses necessarily incurred.

***Please note: The tenant is strongly recommended to take out personal indemnity insurance, provided that this insurance coverage is not already in place, e.g. by parents (be aware of age limits) or with the spouse.***

**Scale of charges and fees**

The administrative charge covers the one-off administration costs for moving in (new contract). The charge will become due when the contract is concluded.

If no moving is realized and all deadlines are met, no extra charges will incur.

However, if a tenant wishes to move, to move out early/ahead of appointed schedule by contract, is absent at facility manager's room inspection upon moving out and has not designated a representative or has not arranged an appointment with the facility manager, he has to share the resulting costs. Because these services cause considerable efforts and expenditure to the clerks and facility managers.

**For these services the following fees are charged:**

<b>25,00 €</b>	<ul style="list-style-type: none"> <li>➤ One-off administrative charge for new contracts and contract extension</li> <li>➤ Avoidance of contract after binding agreement</li> <li>➤ Move-out: without agreement of an appointment, absence of tenant at room inspection and no designated representative or no satisfactory room inspection as agreed by contract</li> </ul>
<b>50,00 €</b>	<ul style="list-style-type: none"> <li>➤ Move-out ahead of appointed date or notice of termination not given in due time according to the contract</li> <li>➤ Move (to a different room/apartment)</li> </ul>