

HOUSE RULES

for

Sächsische Wohnungsgenossenschaft Chemnitz eG
Dresdner Strasse 80
09130 Chemnitz

In line with the decision taken
at the representatives' meeting
on 19 June 2017

House rules

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1. Preamble

These house rules regulate behaviour in our cooperative and the upkeep and maintenance of the cooperative's property. The building, apartment and the direct environment form the focal point for the cooperative, its members and their families. Living in a housing community calls for mutual respect by all the people living there. The following house rules must be followed as a legally binding element in the permanent usage or rental agreement to enable people to live together in peace.

1. The cooperative's apartments

- 1.1. The cooperative's apartments (hereinafter referred to as Apartment) are the direct property of the cooperative (hereinafter referred to as Landlord).
- 1.2. They must be kept clean by the users of the Apartment (hereinafter referred to as Tenant), treated with care and adequately aired (through repeatedly opening windows wide) at any time of the year. Adjacent apartments may not be allowed to cool down by airing the Apartment or the drying rooms, cellar or staircases for too long, particularly in low temperatures (below 10 °C). It is not permitted to air an Apartment via the staircase.
- 1.3. The Tenant must immediately notify the business offices (repair department) about any defects that occur in the rented Apartment (including the ancillary rooms).
- 1.4. The Tenant is liable to the Landlord for any damage to cooperative property, which has been culpably caused by the Tenant or persons belonging to his or her household or visitors.
- 1.5. If the Tenant infringes its obligation to provide notification of defects, treat the apartment with care or eliminate the defect, it must replace the damage caused by this to the Landlord.
- 1.6. Any intended structural changes to or in the Apartment require the prior consent of the Landlord after a written request has been sent.
- 1.7. The Tenant must carefully keep all the keys that are part of the usage or rental agreement. The Tenant must replace any keys that are lost at its own expense.
- 1.8. Fairly short or longer periods of absence by the Tenant do not absolve him or her from fulfilling their duties. It is in the Tenant's interest to inform a trusted person in the house (e.g. a neighbour) or the cooperative's repair department and enable access to their apartment in emergencies during any periods of lengthy absence.
- 1.9. If the Tenant's period of absence is lengthy (longer than two weeks), he or she must arrange for an adequate flow of hot or cold water to flush out the feeder pipes or fill the existing odour traps in the kitchen and bathroom (such as sinks, wash basins, shower basins, baths and toilets), among other things, to prevent water impurification caused by legionella bacteria or the possibility that bad smells may develop as a result of dried-out odour traps.
- 1.10. For safety reasons, barbecuing on balconies, recessed balconies and areas directly adjoining the residential building may only take place with an electric grill. Any unprotected, naked flame or setting off fireworks is forbidden.
People smoking on a balcony must respect the neighbouring residents.
The cooperative is entitled to restrict permission for smoking on a balcony to particular times of the day if there is a risk of a collision of interests with non-smoking tenants in the vicinity.
- 1.11. Attaching any antennas, particularly satellite dishes, for radio and TV reception on balconies or recessed balconies or in the main building is forbidden or requires the consent of the Landlord for special cases, which must be justified.
- 1.12. Flower boxes must be securely attached to the balcony parapet or the window ledge. When watering flowers, ensure that the water does not run down the parapet or wall of the building and drip on to the windows or the balcony of other tenants or passers-by.

2. Joint facilities

- 2.1. No personal items (e.g. furniture, bulky waste etc.) may be left in rooms or access points that are used by all the residents. The following exceptions apply: bicycles, prams, Zimmer frames or wheelchairs that are in use, if they do not cause any obstacle or danger and do not block the escape routes. It is forbidden to attach bikes to banisters etc.
Smoking is generally forbidden in jointly used rooms (e.g. on staircases, in cellars and attics or store rooms etc.).
- 2.2. Washing may only be hung up in the drying rooms, laundry attics or the drying area, using the facilities that exist for this. Once the washing is dry, all the clothes lines that have been used must be removed. It is only possible to dry washing on balconies or recessed balconies up to the height of the parapet.
- 2.3. The housing communities that have a wash room, a drying room or a laundry attic must independently determine the type of reservation system and usage according to the circumstances.
- 2.4. Driving and parking vehicles and trailers on the footpaths, in front of the entrances to buildings, along thoroughfares or other facilities, including lawns, which are not marked as parking spaces, is forbidden. Bicycles must be left in the bike stands set up for this purpose.
- 2.5. Vehicles may not be washed inside the residential premises. Changing oil, repairing vehicles or using the building's water facilities to clean vehicles is not permitted.
- 2.6. Vehicles may only be parked for a very short time on the marked fire brigade access points in front of the residential buildings, i.e. the access routes must be kept free for rescue and fire-fighting vehicles at all times.
- 2.7. Front gardens, lawns and plant areas at a residential site must always be kept clean and tidy. Any damage must be communicated to the cooperative (the repair department). Those causing the damage are responsible for removing it.
- 2.8. Children's play facilities must be used by those of an appropriate age and may not be employed for any other purpose. All the playground equipment must be treated carefully. Any defects found must be reported to the cooperative immediately. Please note that you must pick up the toys and any waste that has accrued after the children have finished playing. The generally defined rest periods must be followed.
- 2.9. Use of the rubbish enclosures, which have been set up to properly dispose of household waste and old paper, should take place between 7 a.m. and 8 p.m.

Please note that household waste must be separated at all times.

Any recycling containers that are set up must be used for their intended purpose.

Special waste and bulky goods should not be placed in these containers. They must be disposed of by the Tenant according to the rules in the waste removal statutes in the city of Chemnitz.

3. Lifts for people

Lifts may only be used by small children if they are accompanied or supervised by adults. The usage and safety information for the lift must be followed. If a fire breaks out, the lift may not be used.

In the interests of safety, each user must ensure that the maximum permissible weight is not exceeded, the lift is suitably protected when transporting items and any contamination that has occurred is immediately removed by the person causing it.

4. Gardens

If the Tenant has permission to use one or several gardens according to the usage agreement, they must only be used for recreation and small garden purposes. The garden user must ensure that proper cultivation takes place. Any erection of structures (summer houses, sheds, greenhouses, canopies, pergolas etc.) or creating garden ponds requires the prior consent of the Landlord.

This duty to obtain consent also applies to planting trees, high bushes etc., which grow to more than 2.50 m high. Any items planted in the gardens may not have an adverse effect on the adjacent garden and plot, neighbours or residents (e.g. create shade). The distances between plants and the boundaries of the plot, as defined in the law, must be followed (cf. also the Saxon Neighbourhood Act).

The garden user must ensure that garden waste is removed in a suitable manner. Any disposal of the waste via the building's organic waste bins made available by the Landlord is forbidden.

Having an open fire in the gardens may only take place in normal combustion units (fire baskets or braziers) using dry, untreated wood or charcoal for barbecuing. The fires must burn in such a way that third parties are not disturbed by smoke or smells.

For safety reasons, all the rainwater or service water containers set up in the gardens or next to the residential buildings must be provided with a suitable, safe cover.

5. Protection from noise

5.1. Any sounds that go beyond normal residential noise and disturb the peace of other residents must be prevented at any time of the day.

The general rest periods are: 1 p.m. – 3 p.m. and 10 p.m. – 7 a.m.

Musical instruments may not be played during the general rest times. Using sound reproduction equipment in the apartments and outside (balcony, recessed balconies) may only take place at normal tolerable levels and ensure that the other residents and garden users are not disturbed.

Any kinds of disturbances of peace and quiet must be avoided on Sundays and public holidays.

5.2. Household appliances may not be used between 10 p.m. and 7 a.m. if they cause a noise disturbance.

5.3. If domestic or craftsmen's work in the building, in the courtyard and in the gardens causes some disturbance that cannot be prevented, these activities must be completed on workdays between 8 a.m. and midday and between 3 p.m. and 6 p.m.

5.4. Any special occasions, which go beyond 10 p.m., should be communicated to the affected residents in the building in good time.

5.5. Special consideration is expected if others know that a resident in a building is seriously ill.

5.6. Games and sports that cause noise (e.g. football) are not allowed on the open spaces directly next to the buildings, washing areas, on staircases or in other ancillary or common rooms. All the members of the house community and the parents of the children are obliged to prevent any infringements.

5.7. Unnecessary hooting, allowing engines to run, banging vehicle doors and operating car radios loudly, particularly at night, must be prevented directly next to or on the building's site.

6. Safety and order

- 6.1. All the outside, cellar and attic doors must be kept locked at all times to protect the building's residents. **The only exception is the main entrance door** (access point to the building's staircase), which may not be locked at any time. This safeguards the primary escape and rescue route, i.e. so that people can leave and access the building in an emergency at any time of the day and night.
- 6.2. The main and rear entrance points, staircases, halls or supply and disposal facilities may not be blocked or obstructed by bicycles and motorbikes, prams etc. (cf. Section 2.1).
- 6.3. Leaving items on the staircase, in the cellar passageways or in front of media connection points is forbidden. Safety equipment and escape routes must be kept clear at all times (cf. Section 2.1).
- 6.4. Storing easily inflammable or smelly materials that are liable to catch fire in cellars, attics or other ancillary rooms is only permissible in such small amounts that are required for the Tenant to complete decorative repairs/maintenance work at short notice. Operating cooking stoves and heating units with liquid gas is forbidden. It is also forbidden to store liquid gas in the residential buildings, particularly in living rooms, on staircases, in the cellar or the attic.
- 6.5. Explosives may not be brought into the building or on to the building's site.
- 6.6. Only persons trained for this purpose may enter the service connection points, boiler rooms or electrical operation rooms.
- 6.7. Roof exits may not be opened and used by any unauthorised persons. Nobody may climb on to the building's roof under any circumstances.
- 6.8. The Tenant must immediately notify the Landlord's repair department if gas or water pipes are leaking or other defects are found in the installations in the residential building; it is necessary to inform the emergency maintenance service company (cf. display on board), the fire brigade, police, rescue services or, if necessary, other public facilities outside normal business hours.
- 6.9. If the hall or staircase lighting breaks down, the Landlord or its agent (emergency maintenance service company) must be informed immediately.
- 6.10. No domestic or kitchen waste, nappies etc. maybe flushed down the toilets or waste drainage points.
- 6.11. It is not permitted to throw out any kind of items, empty waste containers, shake blankets and items of clothing or wash cleaning equipment from windows, balconies, recessed balconies or on the staircase. The same applies to shaking rugs and carpets. When looking after pets' coats, please ensure that loose animal hairs do not spread to neighbours' apartments/balconies and staircases. Duvets, items of clothing and washing may only be aired on or inside balconies and recessed balconies up to the height of the parapet.
- 6.12. If frost or storms are forecast, the building's residents must keep all the windows and doors in the building and its facilities closed. Appropriate precautionary measures must be adopted for equipment that is sensitive to frost.
- 6.13. Smouldering or burning remains, e.g. cigarette ends, must first be extinguished before they are disposed of in non-combustible waste containers with a lid.

7. House cleaning

- 7.1 The buildings and plots must be kept clean.

- 7.2 Any pollution must be immediately removed by the person causing it.
- 7.3 Cleaning staircases, cellars and attic passageways as well as laundry attics and common rooms (house cleaning) normally takes place through a service provider appointed by the Landlord. The scope of services needing to be provided must be communicated to the tenants in the residential buildings by a notice before any work starts.

If this is not the case, the apartment users are obliged to complete the cleaning work themselves according to the usage agreement. If there are any disagreements about the cleaning work that needs to be performed and organising it or completing it, the Landlord must provide relevant instructions to the housing community according to its best judgment. Each Tenant must be involved in the cleaning work that has been decided.

8. Cleaning footpaths, clearing snow and ice

- 8.1. Apart from a few exceptions, the Landlord has commissioned service providers to perform the cleaning work for footpaths and clear snow and ice in the residential areas belonging to the cooperative.

Residents must ensure public safety on workdays between 7 a.m. and 8 p.m. and from 9 a.m. until 8 p.m. at weekends and on public holidays according to the latest road cleaning rules for the city of Chemnitz.

If the users of apartments have to perform the work of cleaning footpaths or clearing snow and ice themselves according to the permanent usage or rental agreement, the scope of work needing to be performed by residents shall be governed by the road cleaning rules or the same public safety times. If there are any disagreements about the work that needs to be performed and organising it or completing it, the Landlord must provide relevant instructions to the housing community according to its best judgment. Each Tenant must be involved in the cleaning and clearing work that has been decided.

- 8.2. Additional grit containers at various points in the residential areas are available for any immediate measures that need to be taken for all the tenants of the cooperative to ensure safety.

9. Pets

- 9.1. Apart from small pets (such as hamsters, cats, guinea pigs, cage birds etc.), keeping any pets requires consent from the cooperative. Consent may be refused for an important reason. Keeping pets may only take place in a manner appropriate to the species and according to the rules of animal protection.
- 9.2. Any plans to keep a dog as a pet requires the prior consent of the Landlord in writing.
- 9.3. Keeping any listed dogs (fighting dogs) is forbidden.
- 9.4. The Landlord may revoke its consent for keeping a pet, if the pet that is kept makes its way into other apartments or significantly disturbs, harasses or poses a risk to other residents in the building.
- 9.5. Dogs must be kept on a lead within the residential site. Pets must always be kept away from playground areas and green spaces.
- 9.6. The keepers of pets are responsible for the immediate removal of any contamination or elimination of damage that has been caused by their animals.
- 9.7. Cats, doves and ravens etc. may not be fed at the cooperative's outdoor facilities.
- 9.8. It is forbidden to set up so-called "cat boxes" etc. at the cooperative's outdoor facilities.

10. Other rules

- 10.1. The Management Board and the cooperative's administration officers are empowered to adopt suitable measures to enforce these rules, if necessary.
If there is a direct threat of danger, the tenants of the cooperative are obliged to provide remedies through suitable measures. The Landlord must be informed of them immediately.
Any infringements of these rules may lead to the Landlord taking steps relevant to tenancy law (a written warning, termination).
- 10.2. The latest version of rules and orders published by the city of Chemnitz, particularly the road cleaning and waste rules as well as the police order, are binding for all the tenants or apartment users beyond these rules.

11. Fire prevention rules

The fire prevention rules, which are attached as an annex, form part of these house rules.

These house rules take effect once the representatives' meeting has adopted them.

Chemnitz, 19 June 2017