

Appendix 3: House Rules

House Rules, 66 Monkeys City Apartments, Deulstraße 29, 12459 Berlin, Germany

Section 1 Use of the Garbage Area

Rubbish and refuse must only be placed in the appropriate receptacles. It is important to separate waste and dispose of waste appropriately in the receptacles provided. Bulky waste, cardboard boxes, etc. may only be placed into the garbage receptacles if crushed or folded. Larger bulky items must be disposed of independently. Placing garbage of any kind next to the receptacles is prohibited.

It is important to ensure that no rubbish or refuse is left or spilled in the building, on the entrance paths or on the ground around the refuse bins.

Liquids and other waste may not be poured out of windows. No bulky waste or harmful liquids may be poured down sinks, showers or toilets. In particular, the disposal of tin cans, cotton balls, textiles, sanitary items, diapers, newspapers, cigarette cartons, razor blades, construction waste, paint residues, greases, oils or the like into the toilet is prohibited.

Section 2 Use of the Laundry Room

The **laundry room** is provided for the communal use of residents (charges apply). The laundry room must be left in a clean state once your laundry is done. Personal items (detergent or laundry) may not be stored in the communal laundry room. You must immediately remove your laundry once the washing cycle has finished so that the next person can use the washing machine.

Section 3 Use of the Communal Learning Lounge

The **Learning Lounge** is provided for the communal use of residents. Personal items may not be stored here. Every resident must leave the Learning Lounge in a clean condition. Communal events must be registered with the building administration. Should residents fail to comply with this, the building administration is entitled to lock these rooms and prohibit their use.

Section 4 Apartment Acceptances

Apartment acceptances always take place on the last business day of the month in February and August of each year. The building administration will notify you of the precise hand-over time for the respective apartment via email or by phone.

A handling fee of €50.00 shall be charged by building management for appointments outside of these dates.

Section 5 Apartment Hand-overs

Apartments are handed over on the first business day of each March and September. The building administration will notify you of the precise hand-over time for the respective apartment via email or by phone. A handling fee of €50.00 shall be charged by the building management for appointments outside of these dates. Tenants are given an introduction to the property and a tour prior to the keys being handed over. Participation in this introduction is mandatory and is a prerequisite for the keys being handed over.

Section 6 Administration Office Hours

General office hours are announced individually in the building.

Section 7 Protection against Noise

General quiet hours are on business days between 10 pm and 7 am and 1 pm to 3 pm and on Sundays and public holidays between 8 pm and 8 am and 12 pm to 3 pm. Avoidable noise unnecessarily harms all residents. As such, playing music is prohibited during general quiet hours. Televisions, radios and audio equipment must always be set to an appropriate indoor volume. Their use outdoors (on balconies, etc.) must not disturb other residents.

Special events that persist past 10 pm must be announced to affected residence in good time in advance.

Excessive noise must be avoided as much as possible in the building and courtyard entrances, in staircases, porticoes and corridors. Saying goodbye to visitors/guests at night should be done quietly.

Section 8 Security

The **building door** must be kept closed at all times. It must be locked between 10 pm and 6 am. For electrical door opening systems, shutting the building door is sufficient.

Building and courtyard entrances, staircases, porticoes and corridors only fulfill their purpose as **emergency exit routes** if they are kept clear. As such, access to them must not be restricted and they may not be blocked by furniture, bicycles, motorcycles, etc.

Storing flammable or highly flammable substances or substances that cause odors in apartments is prohibited. No items may be kept in communal areas.

Explosives may not be brought into the building or on the premises.

In case of **leaks** or other defects in the gas and water lines, the gas and water companies as well as the building company must immediately be informed. If gas is smelled in a room, no one may enter it with an open flame. Electrical switches must not be operated. Windows must be opened. The main line must be switched off.

Grilling with solid or liquid fuels is not permitted on balconies, pergolas, porticoes or the outdoor area as a whole.

Section 9 Cleaning

The building and grounds must be kept clean. Any dirt must be immediately removed by the tenant responsible.

Textiles and footwear may not be cleaned in the windows, over the balcony railings or in the staircase.

Household or kitchen waste and the like may not be disposed of in toilets or sinks.

When it rains the windows should be closed so that no water enters the apartment.

If the outside temperature falls below freezing, all appropriate measures must be taken to avoid freezing in the plumbing.

The occupant must ensure cleaning duties are carried out in the event of their absence or in case of illness for the duration of their absence or illness. In the event of an extended absence, the key must be deposited. The building company must be informed of this.

Parking vehicles in the courtyard, on sidewalks and green areas is not permitted. Vehicles may not be washed within the housing complex. Oil changes and repairs are not permitted.

Section 10 Communal Facilities

The user regulations, operating instructions and signs apply to communal facilities. Schedules must be followed.

Section 11 Passenger Elevators

Young children may only use the elevator, if accompanied by an adult. It is important to ensure that the passenger elevator is not used unnecessarily. Constant loads lead to damage.

Heavy items, furniture and the like may only be transported using the elevator, if the elevator's maximum permitted load limits are not exceeded.

Using the elevator when moving in or out must be reported to the building company, taking care to provide the moving company's details. In this case, the elevator car must be adequately protected. Dirt must be removed immediately.

Section 12 Smoking in the Building

Smoking in the building (apartments and common rooms) is prohibited.

Section 13 Other

Name plates or similar items must not be affixed to room doors. Balconies, terraces and porticoes may not be used as storage space.

Section 14 Grilling

Grilling on the balconies and porticoes is prohibited.

Section 15 Bicycles

Bicycles may only be parked in the enclosed bicycle storage area provided in the courtyard.