

Annex 1 to Tenancy Agreement dated ...

Tenancy Agreement No.: ...

## Building Rules

The social relationships within the building community and between neighbours must be characterised by consideration and understanding for each other, politeness and respect. As tenants of ProPotsdam GmbH, you have the right to be treated in this manner but also the obligation to behave towards your neighbours in this manner. If disagreements between neighbours cannot be settled, then the employees of GEWOBA Wohnungsverwaltungsgesellschaft Potsdam mbH are available to assist you.

### Mutual Consideration

Tenants are to refrain from producing disturbances of any kind (e.g. noise, smells, dirtiness); peace and quiet is to be maintained in the building. Noise disturbances, for example, may be produced by the following, for example: drilling, hammering, vacuum cleaning, washing machines, music, playing musical instruments, parties and barking dogs.

The volume of TV, radio and music systems and entertainment is to be kept low, so that they cannot be heard outside the room in question. When outside or when windows or balcony doors are open, volumes should be reduced to a level so that no disturbances arise.

At times of rest – Mondays to Fridays from 13:00 to 15:00 and from 20:00 to 07:00, as well as all day on Sundays and public holidays – tenants are to refrain from noise disturbances. Outside these times of rest, noise levels should be kept to a minimum.

### Security, Safety and Emergency Exits

The building entrance doors are to be kept closed. Between 22:00 and 06:00, they should also be locked, if the building is not equipped with a master key system, an intercom or similar electric door-opening system.

The emergency exits and escape routes in the building and on the grounds must be kept clear. Walking on the roof is prohibited.

Doormats that impede safe access (e.g. tripping hazard on an emergency exit, highly flammable, etc.) may not be put out in stairwells or corridors.

Vehicles, motorbikes and other motor-powered vehicles, such as mopeds and motor-assisted bicycles, may only be parked in the designated areas and parking spaces.

Bicycles may only be parked in the storerooms, tenant cellars or bike stands designated for this purpose. They may only be transported between the cellar and the bike storerooms.

Parking or transporting petrol motor-powered vehicles is not permitted inside the building.

Tenants are not permitted to leave, store or temporarily place their property in the corridors, stairways, cellar corridors and in the common areas.

The balconies, loggias, roof gardens and covered outdoor seating areas are to be kept free of ice and snow. □Swimming or paddling pools filled with water are not permitted on the balconies and loggias.

### Keeping Animals

Animals may only be kept with the landlord's written permission. This also applies to caring for animals temporarily. No such permission shall be granted for dogs that are classified as dangerous under the Brandenburg by-law on the owning of dogs (brandenburgischer Hundehalterverordnung).

No such written approval from the landlord is required for small animals, such as ornamental fish, budgerigars or hamsters. Keeping snakes, reptiles, spiders and birds on the balconies, loggias and patios is prohibited.

Feeding animals of any kind on the building grounds or in the passageways inside the building is not permitted.

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Animals are to be kept in accordance with statutory provisions and are to be kept in such a way that fellow tenants are not disturbed, and soiling of the tenanted property and the residential environment is avoided. Excrement is to be removed immediately.

Dogs must be kept on the lead outside the apartment. Children's play areas are "animal-free zones".

### Waste Disposal

Waste of any kind as well as recyclable items under Germany's Dual System for waste disposal (glass, paper, lightweight packaging) may only be disposed of in the containers provided. Any dirtying that occurs in the waste areas, waste containers and in the living environment during disposal is to be rectified immediately.

Waste may only be disposed of in the waste disposal containers using standard rubbish bags.

Disposal of objects such as bulky refuse, scrap metal, electrical household appliances, etc., is the tenant's responsibility. The tenant shall arrange an appointment with Potsdam municipal waste collection or another waste disposal company. The waste disposal company's instructions regarding the location and the time for collection must be observed; emergency exits are to be kept clear during waste collection. It is not permitted to keep items to be disposed of in the stairwells and common areas, even for short periods.

Disposal of bulky refuse that has not been collected is the tenant's responsibility. If this obligation is not upheld, the landlord shall arrange for removal; any costs thereby incurred shall be borne by the tenant.

Nothing is to be disposed of, poured out of or thrown down from the windows and balconies. When watering window boxes, care is to be taken that water does not flow onto areas or building parts lying underneath.

Washbasins, sinks and toilets may not be used to dispose of waste.

### Use of Heat, Energy and Water

Please be economical with heating, electricity and water.

#### General recommendation:

In the mornings and after longer periods of absence, stagnant water should be let out for hygiene reasons. Use it to water plants – do not waste it! □ Drinking water is essential for life.

Any air humidity that arises from use of the apartment (e.g. cooking, showering, washing, drying clothes, watering plants and aquariums) must be removed to prevent health risks and damage to the building.

The tenant's rooms are to be aired so that health and the building fabric are not put at risk, for example, through mould growth. This must be done at least twice a day by opening doors or windows for short periods (ventilate inner rooms too by opening internal doors). Airing must not result in excessive cooling of the rooms. The tenant is not liable for damage caused by humidity and black mould unless it is the result of gross negligence on the part of the tenant of the obligation to carry out repairs and the tenant has not repaired the damage within a reasonable time frame in spite of the landlord's request to do so.

In frosty weather, the radiator valves must not be closed fully but must always be placed on the frost protection setting. The setting "1" is generally recommended. This avoids mould growth and other damage. All devices that transport water must be kept free of frost at all times. When the heating is on, doors and windows of unheated rooms are to be kept well closed. The same applies to periods of absence. All required measures to protect against frost are to be taken.

### Fire Prevention

The relevant laws and regulations are to be observed when storing, using and disposing of combustible and flammable substances and other hazardous substances.

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Smoking and naked flames are not permitted in any areas of the building outside the apartment.

Storing combustible and highly flammable substances is prohibited. The exception is

common household substances in the normal quantities for household use. They should be stored in a suitable manner.

Open fires and barbecues with a charcoal or gas grill are prohibited on the balconies and loggias or in the apartments or houses.

Combustion appliances are to be kept safe from fire and adequately protected. The chimney sweep is to be permitted to clean the chimneys that end in the tenanted rooms.

Modifications to combustion appliances and exhaust pipes are prohibited.

Hot ash may not be directly emptied into the waste bins; it must be allowed to cool to a temperature suitable for disposal in an appropriate metal container.

In the event of fire or explosions, appropriate measures must be taken immediately, and the fire services and landlord notified.

If gas is smelt, the main gas shut-off valve is to be closed immediately; the gas company and the landlord are to be informed.

During longer absences, the gas shut-off valve should be closed at the meter.

#### Handling Facilities and Equipment

The tenanted property, all facilities and equipment are to be treated with care. When using facilities such as lifts, water heaters and combustion appliances, the corresponding instructions for use are to be observed. The landlord is to be informed immediately of damage or faults of any kind or in the event of loss.

During storms windows and doors are to be kept closed. During storms please also ensure that windows and doors in the stairways are closed.

The apartment including the apartment entrance door and windows, as well as the windows in the tenant cellar are to be cleaned regularly to the usual extent. The tenanted property is to be kept free of pests. Pest infestation is to be reported to the landlord immediately.

Building alternations to the tenanted property are only permitted with the landlord's written approval. This also includes the installation of outdoor aerals. Window boxes may only be fastened on the inner side of balconies. Placing window boxes on outward-facing window ledges is not permitted.

The landlord is to be informed immediately if any damage or disrepair is noticed in the stairways or corridors or to the building exterior.

In the event of absence, the tenant should ensure that there is a suitable representative to uphold the provisions of these building rules, to react to notices from the landlord, and to ensure that, in case of need, the landlord can access the tenanted property and that the letterbox is emptied.