

# HOUSE RULES



Social relations within the household and between neighbours must be characterized by consideration, understanding, courtesy, and respect. Tenants of ProPotsdam GmbH have the right to be treated in this manner but also have an obligation to behave in the same way towards their neighbours. If neighbourly disagreements cannot be resolved, the staff of ProPotsdam Wohnen GmbH are available to assist you.



## Mutual consideration

Disturbing other residents or the neighbourhood – especially through noise, smells, or contamination – is prohibited. Peace and quiet must be always maintained.

Noise pollution can be caused by activities such as drilling, hammering, vacuuming, using washing machines, playing music, making music, partying, or persistent dog barking.

Odor pollution can be caused, for example, by excessive smoking in the apartment or on the balcony, the consumption or cultivation of cannabis, and cooking or barbecuing with strong smells.

The volume of TV, radio, and music systems, as well as conversations, must be kept to a reasonable level. When windows or balcony doors are open, or when outdoors, the volume must be reduced to such an extent that it does not cause a nuisance.

Noise pollution must be avoided during quiet hours – weekdays from 1:00 p.m. to 3:00 p.m. and 8:00 p.m. to 7:00 a.m., as well as all day on Sundays and public holidays. Noise outside these quiet hours must be kept to a minimum. Normal noise made by children appropriate to their age is exempt from the quiet hours rule. Nevertheless, parents and guardians are expected to ensure that their children use their apartments and communal facilities

in a considerate manner within reasonable limits.

Considerate and respectful coexistence is the basis for living in a community.

In the house community, every person should be treated equally, regardless of their origin, skin colour, language, religion, gender, sexual identity, disability, or lifestyle.

Discrimination, insults, threats, harassment, or other degrading behaviour are contrary to this basic understanding of peaceful coexistence.



## Safety and escape routes

The entrance doors to the building must be kept closed. Between 10:00 p.m. and 6:00 a.m., they must also be locked if the building does not have a locking system or an intercom and door opening system.

Escape and rescue routes in the building and on the property must be kept clear.

Access to the roof is prohibited.

Doormats that impair traffic safety (e.g., tripping hazard in escape routes, highly flammable, etc.) may not be placed in stairwells and hallways.

Parking motor vehicles, motorcycles, and other motorized vehicles such as mopeds and motorized bicycles is only permitted in designated areas and parking spaces.

Bicycles may only be parked in the designated storage rooms, tenant basements, or bicycle racks. Transport is only permitted to the basement and bicycle storage rooms.

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

The storage, temporary storage, or warehousing of tenants' property in hallways, stairwells, basement corridors, and common areas is not permitted.

Balconies, loggias, roof gardens, and covered outdoor seating areas must be kept free of ice and snow.

The installation of water-filled swimming pools on balconies and loggias is not permitted.

## **Animal keeping**

Animals may only be kept with the written permission of the landlord. This also applies to the temporary keeping of animals. For dogs that are classified as dangerous according to Brandenburg's dog owner regulations, such permission will not be granted.

Written permission from the landlord is not required for small animals such as ornamental fish, budgies, or hamsters. Keeping snakes, reptiles, and spiders, as well as keeping birds on balconies, loggias, and terraces, is prohibited.

Feeding animals of any kind on the property or in the common areas within the building is not permitted.

Animals must be kept and handled in accordance with legal regulations in such a way that they do not cause a nuisance to other tenants or contaminate the rental property and the living environment. Excrement must be removed immediately.

Dogs must be kept on a leash outside the apartment.

Children's playgrounds are "animal-free zones."



## **Waste disposal**

Waste of any kind and DSD goods (glass, paper, lightweight packaging) may only be disposed of in the containers provided for this purpose. Any contamination of the waste disposal areas, waste disposal facilities, and the residential environment that occurs during disposal must be cleaned up immediately.

Waste disposal via waste disposal facilities may only be carried out using standard commercial garbage bags.

The disposal of items such as bulky waste, scrap metal, electrical household appliances, etc. is the responsibility of the tenant. The tenant must arrange an appointment with the Potsdam municipal waste disposal service or, if necessary, other waste disposal companies. The waste disposal company's specifications regarding the place and time of collection must be observed; escape routes must be kept clear. This applies to the time from which the bulky waste intended for collection may be stored at the roadside. Storage in stairwells and common areas, even for a short period of time, is not permitted.

The tenant is responsible for the disposal of bulky waste that has not been collected. If this obligation is not fulfilled, the landlord will ar-

range for the removal of the waste; any costs incurred will be borne by the tenant.

Nothing may be disposed of, poured out, or thrown down from windows or balconies. When watering flower boxes, care must also be taken to ensure that the water does not run onto the areas or parts of the building below.

Sinks, washbasins, and toilets may not be used for waste disposal.



### Ressource utilization

Please use heating, electricity, and water sparingly.

General recommendation:

For hygienic reasons, stagnant water should be drained in the morning or after a prolonged absence. Used as water for flowers, it is not wasted. Drinking water is a foodstuff.

To protect against health and structural damage, it is essential to remove the humidity generated using the apartment (e.g., cooking, showering, washing, drying laundry, houseplants, and aquariums).

The rented rooms must be ventilated in such a way that health and the building fabric are not endangered, for example by the formation of mould. This must be done by ventilating the rooms at least twice a day (cross ventilation with interior doors open). Ventilation must not lead to excessive cooling of the rooms. The landlord is not liable for damage caused by moisture and black mould, unless it was caused by gross negligence of the landlord's maintenance obligation and the landlord failed to remedy the defects within a reasonable period despite being requested to do so by the tenant.

In frosty conditions, the radiator valves must

not be closed completely but must be set to at least the 'frost protection' position. The recommended setting is generally '1'. This prevents mould growth and other damage. All water-carrying objects must always be kept frost-free. During the heating period, doors and windows of unheated rooms must be kept tightly closed. This must also be ensured when you are away. All necessary frost protection measures must be taken.



### Fire protection

The relevant laws and regulations must be observed for the storage, use and disposal of flammable or combustible substances and other hazardous materials.

Smoking and open flames are not permitted in any rooms outside the flat.

The storage of flammable and highly combustible materials is prohibited. This does not apply to common household materials in normal household quantities. Storage must be carried out in an appropriate manner.

Open fires and barbecuing with charcoal or gas barbecues on balconies, loggias, in flats and in houses is prohibited.

Fireplaces must be kept in a fire-safe condition and adequately protected. The chimney sweep must be allowed to clean the chimneys that end in the rented premises.

Modifications to fireplaces and flues are prohibited.

Hot ashes must not be emptied directly into rubbish bins but must be cooled down to a temperature suitable for disposal in suitable metal containers.

In the event of fire or explosion, appropriate

countermeasures must be taken immediately, and the fire brigade and landlord must be notified.

If you smell gas, close the main shut-off valves immediately and notify the gas supplier and landlord.

If you are away for a longer period, close the shut-off valve on the gas meter.

During periods of absence, suitable representatives must ensure that the rules of these house rules are observed, that notifications from the landlord are responded to, that the landlord is granted access to the rented property if necessary, and that the letterbox is emptied.



## Handling equipment and accessories

The rented property, all fixtures and fittings and all accessories must be treated with care. When operating fixtures such as lifts, water heaters and fireplaces, the relevant operating instructions and instructions for use must be observed. Damage and malfunctions of any kind or loss must be reported to the landlord immediately.

During storms, windows and doors must be kept closed. In the event of severe weather, please also ensure that the windows and doors in the stairwell are closed.

The flat, including the front door and windows, as well as the windows of the tenant's cellar, must be cleaned regularly to the usual standard. The rented property must be kept free of vermin. Any vermin infestation must be reported to the landlord immediately.

Structural alterations to the rented property are only permitted with the written consent of the landlord. This also includes the installation of outdoor antennas. Flower boxes may only be attached to the inside of balcony railings. It is not permitted to place them on external windowsills.

Any damage or impairment found in stairwells, corridors and outdoor areas must be reported to the landlord immediately.