

HOUSE RULES 2020

The house rules form a contractual element of the tenancy agreement.



1. Obligations on tenants to look after the property

Tenants are obliged to keep the communal parts of the building, its equipment and its facilities clean and tidy and to treat them with care. All windows must be closed during thunderstorms. In frosty weather the necessary precautions must be taken to prevent water and waste pipes from freezing, e.g. by draining the water taps in the garden, closing the skylights and basement openings and heating the rooms through which pipes run.

Tenants must turn off the water and gas pipes in the apartments immediately if damage has occurred. Tenants must familiarise themselves with the location of the shut off and drainage valves. Access routes to the main connections for gas, water and electricity must be kept clear. If keys have been provided for shutting off the main connections for gas and water, these keys must be kept in a place that is known and accessible to all tenants.

2. Heating and hot water

Existing central heating systems operated by the landlord under a contractual agreement are to be kept in operation correctly from at least 15 September of each year until 15 May of the following year provided this is required by the outside temperature. It is assumed that the rooms mainly used will be heated to a temperature of 20°C. There is no requirement to heat rooms altered by installations or modifications at the request of a tenant or by a tenant to the temperature normally required. In order to prevent the system from freezing radiators must not be turned off completely during the heating period.

The provisions referred to above also apply analogously if the heating and hot water system is operated by tenants. Correct heating and ventilation prevents damage caused by damp. Please refer to our operating instructions "Wohnung" [Apartment] for specific instructions and information. Flush the toilet and draw water from all outlet points regularly to ensure clear drinking water and prevent legionella.

3. Consideration and noise prevention

Noise in the rented premises and the communal or outside facilities must be kept to a level that does not disturb the peace of other residents. Noise must therefore be kept to a moderate volume especially during the usual quiet periods from 12pm to 3pm and from 10pm to 6am and on Sundays and public holidays. Please remember most residents will be asleep at some time between the hours of 10pm to 6am and special consideration should therefore be shown to them during this period.

Radios and TVs as well as stereo systems must never be played at more than a moderate volume. Loudspeakers, playback devices and other musical instruments must only be played at a moderate volume on balconies or in the open air.

Disturbing the peace of other residents by continuous hammering, sawing and drilling or by other noisy activities in the rented premises or the communal facilities must be avoided. Noisy activities such as drilling - where this is unavoidable - must be carried out solely during the following periods:

Monday to Friday 8am to 12pm and 3pm to 6pm
Saturday 9am to 12pm.

Carpets, upholstered furniture, beds, mattresses etc. must not be cleaned or beaten on the staircase. This is only permissible at designated locations where these have been provided and at the times stated above.

It is strictly prohibited to throw or tip anything from the windows or balconies.

Musical instruments may be played only between the hours of 8am and 12pm and 3pm and 8pm and for no longer than two hours per day.

4. Cleaning, gritting and snow-clearing duties

Tenants must clean the stairs, railings, stair windows and corridors on a rota basis unless cleaning companies have been engaged or will be engaged to carry out such work. Cleaning duties include sweeping, damp mopping, cleaning windows, dusting etc. If tenants are responsible for these cleaning duties, they should carry out the work in accordance with the following instructions:

- Ground floor tenants must clean the stairs as well as the ground floor hall and the windows and doors including the railings and banisters at regular intervals.
- First floor tenants must clean the staircases including the railings and banisters and the windows and doors up to the next upper floor. Cleaning duties for the other floors are allocated accordingly.
- If several parties live on one floor, they must agree the cleaning duties between themselves and carry out these duties in turn at regular intervals.

Unless cleaning companies have been engaged or will be engaged to carry out the work, all tenants are responsible for carrying out the following duties: cleaning the entrance to the house, the external staircase, the rear entrance to the house, the basement stairs and windows, the pavement [comprising footpaths and cycle paths and a 1.50 m wide strip on pedestrian streets in front of the property and parking spaces], the parts of the property and facilities available for communal use such as the area in front of the basement, storage room, courtyard, drying loft and laundry, as well as gritting when there is black ice and clearing snow on the footpaths belonging to the house. If tenants are responsible for these cleaning, gritting and snow clearance duties, they should carry out the work in accordance with the following instructions:

- Proper cleaning includes the removal of dirt, glass, leaves and all types of other rubbish as well as the removal of unsightly grass and weeds on footpaths. The volume of dust generated must be kept to a minimum to avoid causing a nuisance to other residents. Sweepings and other refuse must not be swept into gutters, gulleys and ditches.
- The footpaths must be gritted in good time in such a way that pedestrians exercising the caution required by the weather conditions can use them at minimum risk to themselves. Snow that has fallen and black ice that has formed between 7am and 8pm must be cleared immediately after snow has stopped falling or black ice has formed. Snow that has fallen and black ice that has formed after 8pm must be cleared or gritted by 7am from Monday to Friday, by 8am on Saturday and by 9am on Sunday and public holidays.
- A minimum width of 1.50 m for pedestrian traffic must be kept clear of snow on the footpaths and gritted when there is black ice and hard-packed snow. If there is no footpath, a strip alongside the property which is suitable for local conditions but is at least 1.50 m wide must be kept clear of snow and gritted when there is black ice and hard-packed snow. Only gritting materials such as sand or sand and grit must be used for gritting. The use of ash, salt or substances containing salt is prohibited. When the icy weather is over, the remaining grit must be removed from the footpaths.

These rules comply with the street cleaning statute of the City of Halle (Saale) as amended on 26 November 2014. In carrying out the cleaning, gritting and snow-clearing duties tenants must take into account any amendments to this statute.

Arrangements for cleaning are to be agreed between tenants of the house taking into consideration what is practicable and convenient to all parties. This agreement is to be displayed at a location in the house known to all residents. If no agreement is reached, the landlord can at the request of a tenant and after consultation with all parties concerned stipulate arrangements for cleaning that are binding on all parties.

Tenants are at liberty to have this work carried out by a third party at their own expense.

5. Rules on the washing and drying of clothes

Clothes must be dried only in the drying room, the bathroom, the drying facilities set up on the premises and on balconies and loggias, ensuring that clothes are kept below the balustrades. Tumble dryers must not be attached to the façade. Arrangements for the use of the laundries and drying rooms are made by the tenants' association. When using the laundries and drying rooms, users must lock all the doors and windows of these rooms at night unless the windows have been secured and there is no risk of frost. Users must carefully clean the laundries and drying rooms after using these facilities.

6. Waste disposal

Public waste disposal facilities for the separate collection of the specified waste have been provided in the form of residual waste bins (grey bins), biowaste bins (brown bins), recycling waste bins for lightweight packagings (yellow bins) and for paper and cardboard (blue bins). Separate your waste, thereby utilising the opportunities available for minimising waste disposal costs.

All household waste must be disposed of only in the designated waste bins. The waste bins must be kept closed at all times. Waste or other items must not be deposited next to the waste bins. Keep the areas where the waste bins are located clean and tidy. Do not dispose of any domestic or kitchen waste, disposable nappies, cat litter and the like into toilets or sinks.

Do not store any waste bins or bin liners, bulky waste or rubbish on the staircase or outside the apartment. Bulky waste and rubbish must not be put in the waste bins. Bulky waste will be removed on request by the city council or by Hallesche Wasser und Stadtwirtschaft GmbH (HWS). Please contact them for further information if you require this service.

7. Safety

As the landlord it is our duty to ensure the safety of the house and to protect our tenants and all persons authorised to enter the house from any hazards. For our part we have therefore ensured that the house and basement doors are lockable. All tenants must ensure that they close their doors behind them. Do not leave doors open allowing unauthorised persons or even vermin to get into the house. Please ensure that you close doors behind you during the day as well or check that the door closer is working properly.

The front doors of the house must be kept closed at all times from 10pm to 6am but must not be locked. Front doors also serve as emergency exit doors and must be easy to open at any time from inside by means of the handle without using an external tool such as a key.

All other doors to basements and lofts and the like must be kept closed at all times. To prevent thefts we recommend you lock such doors. Tenants are liable for any damage resulting from handing keys to third parties.

8. Storage of items in the house and in the communal rooms

The right to jointly use the communal areas of a house is in principle awarded to tenants of living areas or business premises provided such use does not cause a nuisance or pose any hazards. Please keep entrances to the house and courtyards, stairs and corridors clear of obstructions because they cannot be used as emergency exits if they are blocked. Under the fire protection regulations the exit passageways, which also include the staircase and the entrance area of the house, must be kept clear to ensure that the emergency exits can be used and that the fire brigade has unimpeded access when fighting a fire.

Cycles, mopeds and motor cycles must not be parked on the staircase, in the communal drying room, in passageways in the loft and basements or in communal rooms such as laundries and drying rooms etc.

Prams, wheeled walking frames or wheelchairs and comparable items may only be stored there provided this does not cause any inconvenience to other occupants and does not block emergency exits and the tenant cannot be reasonably expected to carry the items into their apartment, or there are no special storage facilities for these items. In such a case the tenant is permitted to store the items temporarily in the communal areas. The landlord is entitled to restrict or revise this permission at their reasonable discretion if there are objective reasons for doing so.

Shoes, shoe cabinets, umbrella stands and the like belong in the apartment and not on the staircase. Placing a doormat outside one's own apartment door and leaving one's shoes by the door in bad weather is a very common and widespread practice that poses no hazards to other residents and is therefore permitted provided it is kept within reasonable bounds and does not interfere with the cleaning of the staircase.

To prevent fire hazards naked lights must not be taken into basements, lofts and similar rooms. Flammable or highly flammable items in normal household use may be stored in the house provided the caution

required when handling such items is exercised during their storage. The storage of all other flammable or highly flammable items and substances in the house is not permitted. This applies in particular to solvents and fuel and therefore to mopeds and motor cycles as well.

9. Green spaces and use of the garden

The green spaces, children's playgrounds, trees, bushes, flower beds etc. are laid out and maintained by the landlord. They are intended for the benefit of all tenants and must not be damaged. Riding over these areas on any type of vehicle is not permitted.

The care of an existing garden including the plants grown there and the hedges are a matter for tenants using the garden unless a separate agreement has been made or a separate contract entered into on the use of the garden. The provisions of the tree preservation bye-laws as amended must be complied with if trees are to be removed. Users of the garden are responsible for complying with the regulations on plant pest control. The prior written permission of the landlord is required for the erection and removal of arbours, sheds, partitions, etc.

A reasonable number of window boxes helps to brighten up the apartment and the house but care must be taken to ensure they are correctly and securely attached.

Children need plenty of space in which to move about freely in order to play and learn. The staircase and the communal rooms are not ideal places for this. Please ensure that your children do not play in these areas. Football is not permitted in courtyards, between the houses, in front of the entrances to the houses and on the green spaces not designated as areas on which football may be played. You and your children can use the designated play and football areas or lawns. There are no objections to small children playing provided this is kept within reasonable bounds.

10. The keeping of animals

You must ensure that pets are kept away from the outdoor facilities, the staircase or other communal facilities unless they are under supervision. Any fouling must be cleared up immediately. Keep pets away from the play and football areas. The feeding of animals that are not kept as pets is not permitted in the housing area.

11. Smoking and grilling

Fumes, smoke and smells often cause a nuisance or annoyance to neighbours and other tenants. Please ensure that no undue nuisance or annoyance is caused to your neighbours by smoking in the rented premises or on the balconies or terraces. Smoking on the staircases or other communal rooms is prohibited.

Grilling with a charcoal grill or gas barbecue in the rented premises, on balconies and terraces is not permitted. Grilling in the gardens within reasonable bounds once a month up to six times a year is allowed provided this does not cause any undue nuisance or annoyance to other residents. The quiet periods must also be complied with here as well.

12. Caretaker and emergency service

If the property has a caretaker, their instructions and recommendations must be followed. You must report to them immediately any damage that has occurred in the tenanted area, in or on the building or in the communal rooms unless you are not obliged to make good the damage yourself. You must pay for any repairs you have arranged yourself.

Notify the caretaker immediately in the event of emergency or hazardous situations. If they cannot be reached, please notify our HWG emergency service on 0345 527 1888. This service is available 24/7. Please do not use this service unless an actual emergency or hazardous situation has occurred. If you will be absent for an extended period, please instruct a person you can trust to carry out your duties arising under tenancy law. Ensure that damage can be prevented or made good if an emergency arises.

13. Miscellaneous

If provisions in these house rules are affected by laws, regulations or byelaws, these legal provisions shall have priority.

An infringement of the house rules represents a use of the rental property contrary to the contract. In serious cases or repeated infringements the contractual relationship can be cancelled without further notice.