

## House Rules (Appendix A)

Living together at HAVENS LIVING requires special consideration for each other, the willingness to settle conflicts with each other and tolerance. Nuisances and disturbances of roommates are to be avoided. The Lessee agrees to mutual consideration in order to preserve the peace of the house.

### 1. Living at HAVENS

- 1.1 Living in the building is allowed only on the basis of a valid (rental) agreement. The same applies to the use of all common areas and the use of the underground parking garage. Friends and acquaintances are welcome to visit.
- 1.2 The Lessor or the Lessor's representative can enter the rented rooms after prior notification if there is an objective reason to do so. In case of imminent danger, access shall be permitted and allowed at any time.

### 2. Use of the Apartment and Furniture

- 2.1 The rented rooms entrusted to the Lessee for use must be treated carefully and protected from damage.
- 2.2 Necessary repairs and defects must be reported immediately to the House Manager. The Lessee is liable for any damage caused by culpable breach of the duty of care or any notification requirements that the Lessee must comply with.
- 2.3 The use of the technical devices in the rented room must be carried out in accordance with the issued operating instructions.
- 2.4 The Lessee may only make changes, in particular fixtures and renovations, installations or the like concerning the apartment, with the permission of the Lessor; they must be dismantled by the Lessee at the Lessee's expense before the apartment is returned by the Lessee. For security reasons, the Lessee is prohibited from installing the Lessee's own locks or lock cylinders in the apartment door.  
The following applies to furniture: Changes to the substance of the furniture are not allowed. Excluded from this prohibition are only changes that do not interfere with the substance of the furniture and can be reversed without more than insignificant effort. The Lessee is obliged to undo any changes to the furniture made by the Lessee at the end of the agreement.
- 2.5 The fixing of posters, pictures and stickers, banners, inscriptions, etc. on the walls is prohibited throughout the building. The walls of the apartment are excluded from this.
- 2.6 The cleaning and care of the rental property is the responsibility of the Lessee; this includes the exterior windows and exterior windowsills (with regard to those windows that can be opened). If the Lessee does not comply with these obligations or only insufficiently, the Lessor is entitled, after the expiry of a grace period, to commission a company to carry out these works at the expense of the Lessee. Floors, windows, doors and the rented furnishings may only be cleaned with commercially available and suitable cleaners. Care instructions must be observed.
- 2.7 No objects or food residues that are likely to cause blockage may be thrown into the toilet or other drains.
- 2.8 The use of corrosive pipe cleaners is prohibited because of the imminent danger posed to the drainage pipes.
- 2.9 Doors and windows must be kept properly locked in case of severe weather and absence.
- 2.10 In the event of vermin infestation in the rented rooms, the Lessee must immediately notify the House Manager.
- 2.11 Barbecuing on the balcony/terrace is not allowed.
- 2.12 The Lessor is not liable for the loss of property and valuables of the Lessee, unless they are based on a defect of the rental property.
- 2.13 Water, electricity, hot water and thermal energy must be used sparingly.
- 2.14 The Lessee must ensure adequate heating and ventilation; the Lessee is liable for damages caused by culpable violation of these obligations. During the times of the year when heating is necessary, opening the windows for a short period of time several times a day to ventilate the apartment is appropriate. Constant tilting of the window causes significant losses of energy. This must be avoided.
- 2.15 For the use of the radio and television sockets, correspondingly standardized connection cables must be used. Do not tamper with the connection socket.

### 3. Use of the Communal Facilities at HAVENS

- 3.1 When using shared facilities, they must also be treated gently and carefully and damage must be avoided. This also applies to technical equipment provided in the community facilities. § 2.2 applies accordingly.
- 3.2 Garbage and waste may only be emptied into, not next to, the designated bins or garbage chutes. The official regulations on waste separation (organic waste, residual waste, paper waste, etc.) must be noted and followed. Bulky or easily flammable waste must be disposed of elsewhere. Permanent storage of garbage in front of the apartment and in the corridors is prohibited.
- 3.3 Common exterior and building areas are to be kept free of privately stored objects. In particular, this applies to corridors, staircases, sanitary rooms, kitchens, TV rooms, balconies.
- 3.4 Highly flammable, harmful, dangerous or foul-smelling substances / objects may not be stored on the property or in the building.
- 3.5 The Lessee is liable for all damages culpably caused by the Lessee in all publicly accessible areas of the building. After the unsuccessful expiry of a request for removal with a corresponding grace period for the Lessee to remedy the situation, the Lessor can have the damage repaired at the expense of the Lessee.

- 3.6 The house mailbox system is provided with corresponding room numbers by the House Manager. The affixing of name tags is not permitted for data protection reasons and in order to preserve the uniform appearance of HAVENS.
  - 3.7 Outdoor antennas and satellite systems may only be installed with the written permission of the Lessor.
  - 3.8 Structural changes as well as interference with security and utility services (e.g. locking systems, gas, water and sanitary areas, electrical network) are not permitted. All electrical equipment used by the Lessee must bear the CE conformity mark of the EU.
  - 3.9 The common areas may only be used for parties and celebrations after prior consultation with the House Managers. Floor passages and escape routes may not be used for parties and celebrations.
- 4. Visitors, Guests and Children**
- 4.1 Visitors and guests are generally welcome. For larger groups (>3 Persons), visitors must be registered with the House Manager.
  - 4.2 Non-permanent overnight stays of guests and visitors are permitted in the sense of double use of the apartments without registration.
  - 4.3 The HAVENS LIVING urban residential community does not have any special furnishings, in the apartments and common areas, as well as rooms, for the stay of children. Likewise, no supervision of children by the operator's staff is guaranteed. In the case of children in the building, the legal guardians are fully responsible for them and are liable accordingly. §§ 4.1 and 4.2 apply accordingly.
- 5. Mutual Consideration, Quiet Hours and Communal Living, Animal Welfare**
- 5.1 In our HAVENS LIVING urban residential community, residents should have the opportunity to live undisturbed. Living together at HAVENS LIVING requires special consideration. Roommates must not be disturbed. Noise, such as loud music, the slamming of doors, etc. should be avoided. Radio and television must be set to room volume. In the period from 10:00 p.m. to 07:00 a.m., silence must be observed in the living areas. In the communal areas, silence must be observed generally from 10:00 p.m. to 07:00 a.m. In the period between 10:00 p.m. and midnight, designated communal areas may still be used, as long as no other residents are disturbed and noise is kept to a minimum.
  - 5.2 The aim of our HAVENS LIVING urban residential community is to involve all residents in community life. The HAVENS LIVING urban residential community aims to create a friendly, safe and welcoming environment for all residents, regardless of their cultural, social, religious or sexual backgrounds.
  - 5.3 The community life in the HAVENS LIVING urban residential community should be characterised by a respectful interaction of the residents with each other. This must be taken into account in communicating with each other as well as in all other actions within the framework of the shared apartment. It is strictly forbidden to make condescending, insulting, discriminatory, intimidating or degrading statements or actions towards other residents and third parties connected with them. In particular, THE FIZZ is a domestic retreat for all roommates and any actions endangering this are prohibited. For example, the following, non-exhaustive list of actions are prohibited: Photographing roommates and their guests without their consent; nudity in the communal area; stalking and any other form of sexual harassment.
  - 5.4 Active participation in community life is expressly desired. This creates a lively and, at best, long-lasting residential community from which all residents benefit. An essential part of the HAVENS LIVING urban residential community is therefore the HAVENS LIVING community events, for which the communal areas in particular are used. These events are intended to support the community life of the residents and thus establish and solidify the residential community. They are therefore primarily addressed to the members of the HAVENS LIVING urban residential community. Please contact the House Manager to enquire about the possibility of guests/visitors participating in such events.
  - 5.5 The keeping of animals – with the exception of small animals such as ornamental birds, ornamental fish, hamsters, etc. – is only possible with the consent of the Lessor in text form, which the Lessor may refuse. The Lessor reserves the right to revoke any given consent for good cause. Good cause includes, in particular, odours and/or noise pollution, damage to the rental property and/or impairments of other Lessees.
- 6. Fire Safety**
- 6.1 Fire safety in the building is an important requirement. After moving in, the Lessee is obliged to become informed about any fire protection measures, escape routes and alarm options and to behave in such a way that fires are prevented.
  - 6.2 Fire protection systems must not be damaged or their function restricted.
  - 6.3 The misuse of fire extinguishers is prohibited.
  - 6.4 The parking of bicycles, strollers, scooters, beer crates and other objects in the corridors, the stairwells or on the forecourts of the apartment is not permitted, as far as escape routes are blocked or other parking areas are designated or available.
- 7. Vehicles / Cars / Motorcycles / Parking spaces**
- 7.1 Bicycles may not be parked inside the hallways and stairwells. The parking space provided for this purpose must be used to park the bicycles.
  - 7.2 Motorcycles, scooters, mopeds and cars can only be parked on rented parking spaces or in the garage.
  - 7.3 Parking and fire department access roads must be kept free for reasons of traffic and fire safety.
  - 7.4 Traffic regulations (StVO) apply to the entire property. All signs must be observed. Every road user must behave in such a way that others are not endangered or hindered.

7.5 If a parking permit is issued, it must be displayed or attached to the car in such a way that it can be easily recognised from the outside.

**8. Security**

8.1 For security reasons, the front door or floor door / apartment entrance door and all access options to the entire property must always be kept locked.

8.2 Keys (in particular mailbox keys) must be stored carefully. In case of loss, the House Manager must be notified immediately.

**9. Smoking Ban**

9.1 The consumption of cannabis in the Apartment, common areas and outdoor area is strictly prohibited.

9.2 There is a strict ban on smoking in the Apartment and in the common areas. Smoking cigarettes is only allowed on designated areas in the outdoor area.