

House Rules and Fire Safety Regulations

Dear Tenants,

Living together in a larger community requires mutual consideration; sometimes you have to compromise or even seek outside help. We would like you to feel at home in your flat. Naturally, we also want our property to be treated with care.

To avoid unnecessary misunderstandings or disputes, GWC GmbH, as your landlord, issues these house rules and fire safety regulations, which are provided as an annex to your tenancy agreement.

1 Careful treatment of the rented property

1.1 Residential and commercial premises

- a) The rented property must generally be treated with care and kept clean.
- b) When washing and drying laundry, care must be taken to ensure that this does not adversely affect the rented premises and the building (e.g. mould growth, moisture penetration, etc.).
- c) Electrical appliances such as washing machines, tumble dryers, cookers and dishwashers must be connected correctly.
- d) Regular and sufficient airing of the flat/commercial premises is required – even during longer periods of absence. Letting fresh air into the premises several times a day (about 3 to 4 times) is more advisable than continuous ventilation through tilting the windows. In rainy or frosty weather, windows should be kept closed as far as possible, except for the necessary airing sessions. The flat/commercial premises, especially the kitchen, must not be aired via the stairwell.
- e) In the event of frost and risk of frost, the water pipes and drainage pipes on the rented premises as well as the heating systems must be protected from freezing. Cellar and toilet windows must then be kept closed.
- f) If installed in your flat, the bathwater heater must either be heated or emptied in the event of heavy frost.
- g) Objects that can cause clogging must not be disposed of in the toilet or other drains. The costs for unclogging toilets and drains shall be borne by the respective tenant if the tenant is clearly at fault.
- h) Flooring must be treated and maintained properly by the tenant.

1.2 Balconies, loggias and façades

- a) Changes to the façade design and thus the townscape are generally prohibited. For this reason, laundry, flags or large posters and banners hung on balconies and loggias, for example, must not be visible from outside. Laundry racks or lines must be placed or hung below the parapet.
- b) Balconies and loggias must be kept free of snow. They should not be used as storage areas for rubbish and bulky waste and must also not be exposed to unusual risks (combustible material and other hazardous items).
- c) All objects on the balcony or loggia must be securely positioned. The tenant is liable for all damage caused by falling objects. The same applies to watering flowers on balconies, loggias and windowsills;

in this case, care must be taken to ensure that the water does not run down the walls or onto balconies or loggias below.

d) The installation of sun protection, e.g. awning, requires the landlord's approval following a corresponding written application. When installing approved sun protection, care must be taken to ensure that the fabric of the building is not damaged. This applies in particular if thermal insulation has been installed. If in doubt, contact your property management, who will be happy to assist with appropriate recommendations. In refurbished buildings, please follow the instructions you received after completion of the refurbishment work.

e) The installation of satellite dishes, radio systems and other equipment requires the landlord's approval following a corresponding written application. The above points (under a and d) apply to the approved installation of satellite dishes, radio systems or other equipment – below the parapet and without damaging the fabric of the building.

f) The installation of a private photovoltaic system (balcony power plant) shall only be approved when mounted directly to the parapet or on the balcony of the rented premises. The installation of a photovoltaic system in communal areas (roof/façade) is not permitted.

Photovoltaic systems shall only then not require additional clearance areas if they are no more than 0.30m thick (maximum distance from the edge of the building) and a minimum distance of 2.50m from the boundary to the neighbouring property is maintained (Section 6 (7) Building Code of the German State of Brandenburg [BbgBO]). If this is not the case, the photovoltaic system creates a new clearance area which must be secured by means of a building obligation if the clearance area is not located on the owner's own property.

Compliance with the minimum distance of 2.50m to the boundary of the neighbouring property is a prerequisite for the granting of approval. The feed-in circuit of the photovoltaic system must be checked by a specialised company with regard to the existing fuse protection, current carrying capacity and the RCD as protective measure (compliance with DIN VDE 0100 Part 410) and adapted in accordance with the regulations.

Subject to compliance with the points set out in the following, the applicant may be granted approval to install a mini photovoltaic system on the balcony/to the parapet of the balcony belonging to the rented premises, under specification of the output of the solar panels (number, model, manufacturer, output, inverter of the panels), the model, the manufacturer and the output of the mini photovoltaic system. You can find a corresponding checklist for the application on our website at <https://www.gwc-cottbus.de/dokumente-und-informationen/>

Photovoltaic systems can be installed on the balcony floor using an erection system or by mounting the system to the balcony's parapet. When installed on the balcony floor, the weights required to weigh down the mounting frames must be fitted with suitable and approved rubber underlays to protect the flooring.

The solar panels may only be attached to the parapet using approved/certified fastening elements and without causing damage. All fastening elements must be weatherproof, rustproof and tested in accordance with DIN EN 10204 (type 3.1 inspection certificate). To ensure the second escape route, the solar panels must not protrude beyond the limits of the existing parapet (height and width) when attaching them to the parapet. To minimise wind loads and to comply with clearance areas, it is only permitted to vertically install the solar panels to the parapet at a maximum angle of 30°.

After completion of the requested extension or modification, the applicant must submit the following documents to the property management:

- Photo documentation of the installed system (view from the balcony and onto balcony) as well as of the professional installation/fastening of the panels
- Data sheet of the solar panels
- Data sheet of the inverter
- Specialist contractor declaration on the work/connection to the electrical system/feed-in connector
- Proof of insurance from the liability insurance provider
- Registration confirmation from the market data master register (solar package 1 of the German Federal Government)

g) Changes to façade coating are generally prohibited.

h) The use of charcoal/gas barbecues or gas cooking appliances is not permitted. The use of an electric barbecue must not disturb neighbours.

Please note that the use of gas cooking appliances (camping cookers, gas cartridges etc.) is also not permitted in the flat (see Section 10).

1.3 Tenants' cellar, cellar and attic compartments

a) Tenants are obligated to keep the light wells and windows belonging to their cellar and attic compartments clean.

b) The rooms must be aired regularly; otherwise, the windows must be kept closed – especially during storms, frost and rain.

c) If there are stopcocks, drainage shafts, etc. in the tenants' cellar, cellar and attic compartments, access to these facilities must be guaranteed whenever necessary and in the event of emergencies.

d) The premises must be kept in a clean condition.

1.4 Common rooms/facilities

a) The doors to the rooms intended for communal use (cellar, floors) must be kept locked. The regulation set out in Section 8b) applies to the fire door.

Locking the front doors is not permitted. Locking the door can even endanger human life in an emergency, as this can delay the access of the emergency services to the building. Unauthorised persons can also be prevented from entering the building by verifying the identity of the person requesting entry before pressing the door opener.

b) If keys are lost, the lock may be replaced at the tenant's expense.

c) No water may be taken from the pipes outside the flat/commercial premises for private purposes. The same applies to electricity consumption in communal areas.

d) Please ensure that any unnecessary consumption of water, electricity and gas in communal facilities is avoided.

e) Regular airing and closing of windows (especially in frosty and rainy weather) should also be ensured in communal areas.

f) Lifts must be treated with due care. The landlord must be informed immediately in the event of faults.

g) The installation and distribution of notices/information signs/advertising flyers/posters/notices etc. inside and on the building or at the entrances to the building is the sole responsibility of the landlord and companies, organisations or persons commissioned by the landlord. All exceptions must be communicated to the landlord in advance and are subject to the landlord's express approval.

2 Cleaning/House rules

a) If no special agreement has been made regarding the cleaning of stairs, the tenant is responsible for keeping the entrances to the individual flats/commercial premises clean. Depending on their design and condition, the stairs must be properly maintained and thoroughly cleaned once a week, including the banisters and windows in the stairwell. If there are several flats on one floor, stairwell cleaning rotates between the individual tenants on a weekly basis.

If the tenant fails to fulfil the cleaning obligation, the landlord shall, after issuing a reminder to no avail, be entitled to have the cleaning carried out at the expense of the tenant(s) at fault.

If the cleaning of the stairwell is carried out by a company, doormats and similar items in front of the entrance doors to the flats and in communal areas must be cleared away on the cleaning day.

b) Please also note the existing regulations and instructions in your building regarding the so-called 'extensive house rules' (entrance area, cellar, common rooms) insofar as these tasks are also to be performed by the tenants.

c) The information boards installed in the stairwells are the property of Gebäudewirtschaft Cottbus and may therefore only be used by the company itself to inform tenants about current issues, stipulations and similar.

The use of these information boards by unauthorised third parties for private purposes (advertising, communications of various kinds, etc.) is not permitted and may result in legal - including financial - consequences (including expenses for the removal of unauthorised advertising/information).

Exceptions are possible in specially justified cases. However, prior consultation with the responsible GWC property management and written approval from Gebäudewirtschaft Cottbus is required in all cases.

3 Noise – guiding principle: mutual consideration

a) Avoid excess noise, especially between 1 p.m. and 3 p.m. and between 10 p.m. and 6 a.m.

b) Excess noise is generally to be avoided on Sundays and public holidays.

c) When using audio and TV equipment and musical instruments in the flat, a reasonable volume (room volume) must be ensured.

d) In houses with rubbish disposal systems ('rubbish chutes') objects made of glass (bottles, jars), porcelain or metal may only be disposed of via the systems if they are wrapped in paper.

e) When disposing of waste in glass containers, please observe the designated disposal times.

4 Rubbish bins/Outdoor facilities

- a) Entrances to houses and courtyards, gateways, waste collection points and their access roads, fire service access points and access roads as well as designated service roads must be kept clear at all times and may not be used for parking or blocked in any other way.
- b) Waste or rubbish may only be disposed of in the designated waste containers or waste disposal facilities, which must be closed again after use.
- c) Please ensure that waste is separated properly. Recyclable materials (green dot) should always be disposed of in the containers provided for glass, paper and cardboard or in the yellow recycling bin.
- d) The disposal of bulky waste (e.g. mattresses, boxes, furniture, bulky goods) is at your own expense. The storage of bulky goods in communal areas and/or in the neighbourhood is only permitted immediately before collection (at the earliest the day before) after prior notification.

Tip: Use the free collection service provided by the municipal waste disposal company Alba Cottbus GmbH, Tel.: 0355 75 08 700.

- e) Playing football, cycling and walking or exercising dogs are not permitted in green spaces and playgrounds.
- f) Children should play in the designated areas.
- g) Dogs and cats must be kept away from playgrounds.
- h) It is not permitted to wash, repair or warm up the engines of vehicles of any kind on car parks, their access roads or at the roadside. The draining of fuels, oil and corrosive or acidic liquids (batteries) into sinks or drains (gullies) is prohibited.

5 Keeping pets/Feeding animals

Gebäudewirtschaft Cottbus permits the keeping of pets if the following instructions are observed:

- a) Pets may only be kept with the prior consent of the landlord. The only exception to this requirement is the keeping of small pets (e.g. small birds, hamsters, etc.). The landlord can set a limit on the number of pets if it is not appropriate for the residential or commercial premises.
- b) Pets must be kept in such a way that damage to the rented property and a disturbance of the other tenants (odours, noise, etc.) are ruled out. This also includes the breeding of small animals.
- c) Dogs must be kept on a lead in the stairwell. They are not permitted to access playgrounds and laundry areas. Please also note the information set out in the Dog Owners' Regulations of the German State of Brandenburg.
- d) Any 'poop' (or droppings) must be removed from green spaces and paths by the owners.
- e) The keeping of poisonous pets (snakes, spiders, scorpions, reptiles, etc.) must be reported to the landlord. If a certificate of competence is required, a copy must be submitted to the property management on request. Terrariums, cages or other containers must be secured in such a way that the animals cannot escape.

f) The keeping of wild animals in the flat is prohibited.

g) Since feeding animals (especially pigeons, cats and wild animals) causes considerable soiling and food scraps attract rats and other vermin, feeding is prohibited. This does not apply to authorised feeding stations under the care of the animal welfare association. When using these, make sure that leftover food is disposed of regularly and the bowls are cleaned.

6 Storage of objects

a) It is not permitted to store, deposit or attach objects in areas that are generally accessible but not rented. These include:

- Stairwells,
- Corridors,
- Attics outside specially allocated areas for tenants,
- Cellar corridors, niches, rooms outside specially allocated areas for tenants.

b) Common rooms (e.g. drying rooms, bicycle storage rooms) are available to all tenants and are only to be used for this purpose. Locking bicycles, trailers etc. to pipes, radiators etc. is not permitted.

c) Locks are installed or replaced exclusively by the property management.

d) The storage of furniture or other items in communal areas (e.g. during renovation work, furniture changes, etc.) may be permitted for a short period of time. In such cases, the responsible GWC property management will issue a written approval upon request, a copy of which must be attached to the items deposited.

e) Prams, pushchairs, walking frames, wheelchairs etc. may only be parked in communal areas in the stairwell if this does not narrow the access routes to such an extent that it causes obstructions for other residents and emergency services. In case of doubt/dispute, the landlord has the decision-making authority.

f) Due to the potential risk of slipping/accidents, no more than one standard-sized doormat is permitted in front of the flat door.

Tip: When buying a doormat, make sure – also in your own interest – that the underside is non-slip.

g) In order to avoid creating additional tripping hazards in the stairwell, to facilitate the cleaning of surfaces and to prevent theft, shoes must be kept in the flat.

7 Electrical systems, devices and means of transport

a) Electrical systems and devices may only be operated when in a technically perfect condition. The manufacturer's instructions must be observed.

b) Portable electric heating appliances intended for short-term operation must be constantly monitored during operation. Heat transfer to combustible materials, which could pose a hazard, must be prevented.

c) Changes and/or additional installations to electrical systems require the written consent of the landlord as well as demonstrable acceptance by an authorised specialist.

d) Manual work must be carried out in accordance with the generally recognised rules, taking into account the specific conditions at the respective workplace. Electricity in the communal areas of the building and which is paid for by all tenants may not be used for private purposes.

e) Rechargeable batteries and electrical devices of any kind must be charged and stored in accordance with the manufacturer's instructions. The respective operating instructions must be observed when charging the batteries.

Tip 1: Never leave batteries unattended when charging and do not charge them overnight. If possible, place the battery and charger on a tiled floor, away from flammable carpets, curtains and furniture. Remove the battery from the socket as soon as charging is complete.

Tip 2: Fire protection companies offer fireproof battery bags made of silicone-coated fibreglass fabric that reduce the risk. Double locks protect the surrounding areas in case the battery actually explodes and handles allow you to quickly carry the storage bag and burning battery out of the window and alert the fire services.

Tip 3: Storage for balcony power plants/power stations and inverters for balcony power plants must be installed and operated safely in accordance with the manufacturer's instructions, regulations and specifications. Depending on the design and functions of the appliances, the manufacturer's minimum distances from walls, switch cabinets, furniture and ignition sources must be observed. Adequate airing must be provided for.

8 Fire protection facilities, resources and equipment

a) Facilities, means and equipment for preventing, reporting or fighting fires or preventing the spread of fire and for evacuation may not be damaged, removed without authorisation or impaired in their proper functioning. The same applies to their labelling (lettering, signage). This also includes fire alarms. These must not be impaired in their proper functioning. Access to the flat must be granted for regular inspection/maintenance.

b) Fire doors in buildings with a locking circuit (front door and fire door can be opened with the same key) must be closed; they may also be locked. If there is no closing circuit, fire doors must be kept closed (not locked). The unauthorised installation of locks is not permitted. Wedging, tying or other methods of keeping the door open permanently are not permitted.

9 Smoking, naked flames and light

Devastating fires occur time and again, not only destroying property but also causing fatalities and serious injuries. Therefore, please observe the following instructions:

a) Smoking and the use of naked flames outside the flats (attics, stairwells, cellar areas, communal areas) are prohibited.

b) Smoking is also prohibited in garages.

c) As already mentioned under Section 1.2, the use of charcoal or gas barbecues on and under balconies and loggias is not permitted.

d) When smoking or handling ignition devices or naked lights (e.g. matches, lighters, candles) in the flat, care must be taken to ensure that flammable substances cannot be ignited by flames, heat transfer or embers. Do not leave ignition sources within the reach of children. Take special care when handling candles (e.g. use a non-flammable base, secure against falling over). Cigarette waste must not be disposed of via the balcony/loggia parapet.

Tip: Have you considered purchasing extinguishing agents/equipment? A fire blanket and/or a commercially available powder extinguisher would be reasonable.

10 Flammable liquids/Liquid gas

a) Flammable liquids in residential and ancillary areas must be stored in break-proof, tightly closing and commercially available containers. When handling flammable liquids, the generally recognised rules must be observed. A maximum of 20 litres is permitted per walled cellar room.

b) The handling and storage of fuels of any kind in residential and ancillary areas is not permitted. Empty, uncleaned containers are considered filled in accordance with the generally recognised rules. This means that – due to their fuel tanks – the parking of motorcycles, motor scooters etc. in residential buildings is also prohibited.

c) The storage of liquid gas cylinders in cellars, corridors, stairwells, common rooms and also in the flat is not permitted. This stipulation applies equally to commercial tenants in mixed-use buildings (residential and commercial). Suitable storage facilities must be available when renting to businesses that require liquid gas.

d) Tenants are not permitted to operate liquefied petroleum gas systems for heating and cooking purposes in the flats. Cooking with liquid gas in the flat is prohibited!

Please also note Section 1.2, para. g).

11 Fireplaces for solid, liquid and gaseous fuels

a) Fireplaces for solid, liquid or gaseous fuels may only be installed and operated with the consent of the landlord, the master chimney sweep for the district and the utility company.

b) The manufacturer's instructions and operating manuals and the generally recognised rules apply to operation.

c) The tenants may not make any changes to the fireplaces and flues. They must ensure that the fireplaces in the flat are cleaned regularly and in good time.

d) Wood, laundry and other flammable materials must not be dried, stored or kept on, next to, in, above or under fireplaces in operation or on flue pipes. A safety distance of at least 50cm must be maintained.

e) Chimneys must not be damaged by attaching supporting structures, holding devices or by hammering in hooks, nails or other items. Chimney cleaning caps must be kept closed at all times. An

area of 50cm to the side and 80cm to the front must always be kept clear, even if this is located in rented premises.

f) Ash and other combustion residues must be stored and transported in non-combustible containers in the flat in such a way that a fire caused by flying sparks, heat transfer, embers or burn-through is excluded.

Collection containers for the storage of ashes must be set up at the location specified by the landlord and kept closed. The minimum distance to combustible materials should be two metres. The storage of ashes is not permitted on or under stairs, in attics, in rooms with highly flammable substances or in any other generally accessible areas.

The ash may only be transferred to the containers of the local waste disposal company after it has cooled down completely.

g) Firewood is stored and chopped exclusively in the tenants' cellars.

12 Parking spaces for emergency vehicles

a) The designated and labelled fire services parking areas must be kept clear at all times. Short-term parking is also not permitted. If you find that this requirement is constantly being violated, please contact your property management.

b) Hydrants and marked feed points for the fire service pipes must not be parked on.

13 Behaviour in the event of special incidents

a) Anyone who notices a fire, an accident or any other event that endangers people, animals or significant material assets must immediately inform the fire services or the police or have them informed. Only then should you start with any extinguishing and/or rescue measures. You should not put yourself in danger.

Fire services: 112

Ambulance services/Emergency doctor: 112

Police: 110

b) The following information is particularly important when making an emergency call:

- Where did it happen?
- What happened?
- How many people are involved?
- What injuries/dangers are there?
- Waiting for further questions!

c) Following the procedure correctly can save lives. Please note the following information:

- The following principle applies: Rescuing people takes precedence over rescuing property. Focus your efforts on incapacitated persons and inform the emergency services if you know that there are incapacitated and/or disabled persons in the building.

- Never extinguish burning fat or oil with water! You can smother the fire with a pot lid or a blanket.

- Never leave your flat if there is smoke in the stairwell, corridor or hallway or if there is a fire in the stairwell itself. Seal your front door with damp cloths and make yourself known to the emergency services at the window or on the balcony.
 - Never call out to other residents to leave the flat if the stairwell is already filled with smoke.
 - Do not use the lift in the event of fire.
 - If you can no longer leave your flat, please note the following:
 - Hold damp cloths over your mouth and nose.
 - If possible, crawl or bend over and move through the flat in a stooped position away from the fire and make yourself noticed at the window.
 - Avoid adding oxygen, as this will cause the fire to spread even faster.
 - If there is a fire in your flat and you can leave it, try to close your front door without endangering yourself so that the fire does not spread to the stairwell (flashover).
 - Follow the instructions of the emergency services.
- d) The following applies if an odour of gas is detected:
- Do not operate electric doorbells and switches.
 - Devices and systems that could cause ignition must be taken out of operation immediately.
 - Do not use ignition agents.
 - Smoking is prohibited.
 - Notify the fire services and the responsible utility company.

14 Final provision

When these house rules and fire safety regulations come into force, all other existing/previous house rules and fire safety regulations of Gebäudewirtschaft Cottbus GmbH shall lose their validity.

Additional stipulations in the tenancy agreement remain unaffected by this.

Cottbus, 1 January 2025

Gebäudewirtschaft Cottbus GmbH, Management