



# 7 Rules

*to keep neighbours happy*

Spar- und Bauverein eG's  
House rules

**spar + bau**verein

With the Supervisory Board's consent, the Executive Board has established the following house rules in line with figure 1, section 1 of the General Provisions in the Permanent Usage Agreement. The purpose is to safeguard the interests of everyone living in the building.

## 1 Be considerate

We would like all Co-operative members and their families to feel at home in Spar- und Bauverein housing. Please care for your apartment and house as you would your own property. Ensure it is kept tidy and clean and no unnecessary noise is made. Treat your neighbours as you would like them to treat you. Consideration is vital if neighbours are to get on well together and function as a community.

## 2 Avoid noise

Please avoid making noise between 10 p.m. and 6 a.m. (during the night) and between 1 p.m. and 3 p.m. (during midday). TV sets, radios, stereos, musical instruments etc. may only be played at low volume. From Monday to Saturday, please carry out any manual work or activities that are noisy between 8 a.m. and 1 p.m. and 3 p.m. to 8 p.m. We are sure you will appreciate that neighbours particularly enjoy some peace and quiet on Sundays and public holidays. Please inform the other people in the building in time if you are having any parties.

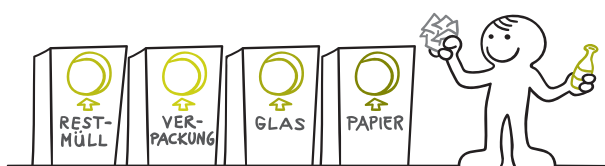


## 3 Give safety priority

1. Back, cellar and attic doors should always be locked.
2. Please report any repairs required to the building to the Co-operative immediately.
3. Feeding pigeons and other animals directly outside the building is not permitted. Anyone infringing this rule will be liable for damage to the building as a result of the corrosive effect of pigeon droppings and will be responsible for eradicating any vermin that might appear.

## 4 Keep an eye on the communal areas

1. The purpose of our inner courtyards and green spaces is to provide recreational areas for everyone living in the building. Children may play outdoors, but cycling, playing football and camping are not allowed. Please ensure that your children do not play in front gardens, entrances to the building, on areas where washing is dried, access routes and any areas that have been planted. Due to the smoke, we cannot allow barbecues over open fires, charcoal and gas. This also applies to balconies and conservatories.
2. Personal objects may not be left in communal areas (the hallway, the area in front of the cellar, attic and utility rooms). An exception to the rule: after consulting the Co-operative, prams and zimmer frames may be left in the hallway if it is not too narrow. Your children are not permitted to play in communal rooms. Should you leave an excess amount of dirt in the hallway and corridor (particularly when moving home), please clean it up straight away.
3. Kitchen waste and other shredded waste may not be tipped down the drain pipes or toilets. Anyone causing these types of blockages must meet the costs of removing them. Dustbins are only intended for standard household waste. Please sort recyclable and waste materials according to the rules stipulated by the Abfallwirtschaft Region Hannover.



Always keep the places where waste is left clean. Tenants are fully responsible for any dirt in their apartment or house that has been caused by vermin. Please do not air your apartment or house by leaving the door to the hallway open. Smoking is not permitted in cellars, communal rooms and in the hallway.

4. Because of the risk of mould, do not dry your washing in the apartment or house; on balconies and in conservatories only hang your washing as high as the parapet is.
5. After consultation with other people in the building, the laundry room and room for drying clothing are available to every tenant. At night, during storms, windy conditions, rain and snow, please keep the attic windows closed and

fully secured in order to avoid damage to the building. During the six winter months keep the windows in the attics and cellars closed while drying washing. Please ensure that after airing sufficiently, windows in the hallway are closed again.

6. The residential properties belonging to Spar- und Bauverein are connected up to a broadband cable network. As a result, dozens of TV programmes are available. To prevent the fronts of our houses from looking unattractive, users may not attach their own aerials or satellite dishes. Avoid damage by only connecting the socket and receiver with the cables stipulated.
7. To prevent chaos, please only park your car on designated areas. Vehicles may not be repaired or cleaned on the Co-operative's land. Bike parks are only for bikes that are actually used.

## 5 Help keep everything clean

Everybody in the building must ensure that communally used rooms are kept clean at all times. Tenants must do the following jobs in the intervals stated.

**Weekly:** clean the entrance hall to the building, the entrance to the backyard or garden and staircase.

Each week, tenants must sweep and mop the hallway and the threshold to their apartment. People occupying the ground floor apartments are responsible for cleaning the hallway between the entrance to the building and backyard/back garden door or door to the cellar. Window sills and bannisters, as well as the lifts in high-rise apartment blocks must be cleaned each week. If the staircases are particularly dirty (e.g. in winter due to grit in icy conditions and snow), the entrances to the buildings, stairs and landings must be swept twice a week.

**Monthly:** steps to the cellar and cellar corridors (areas in front of the cellar) must be swept and mopped. Attics must be swept, bicycle cellars and rooms for drying clothes (if available) must be cleaned and cobwebs removed. If buildings have lifts, the doors must be cleaned once a month. Other objects that require cleaning are: the windows in the hallway and in the communal rooms (laundry rooms, rooms for drying clothes, bicycle cellar etc.) as well as the panes of glass on front door, backyard/garden and laundry room doors.

**Each quarter:** clean the frames of hallway windows, front and backyard/garden doors, doors on all communal rooms from the inside and outside.

**Every six months** the lights in the hallway, the entrance to the building and in the communal rooms must be wiped from the outside.

**Yearly:** the walls, ceilings and pipes in the hallway and communal rooms must be dusted and cobwebs removed. The tiles in the hallway must also be cleaned once a year.



## 6 Obligations over long periods of absence

If you go away for a long period of time, please ensure that the Co-operative or person we have appointed can gain access to your apartment/house if any maintenance work is required. If you are away, heat your apartment/house so that pipes do not freeze and the walls do not get too cold. If you are away or sick, ensure that someone else does the cleaning required.

## 7 Maintenance and usage of the gas boilers

Please comply with the following regulations on maintenance as regards gas-fired boilers, combined gas boilers for heating and hot water and instantaneous gas water heaters:

- a) Tenants' own boilers must be cleaned at least once a year to ensure they function properly. Maintenance work must be carried out according to the special regulations of a qualified company. Please forward a copy of the maintenance bill to the Co-operative. Therefore, we recommend concluding an annual maintenance contract with the Spar- und Bauverein.
- b) Spar- und Bauverein will carry out maintenance on its own boilers.

Maintenance costs will be met by those using the boilers and billed in the ancillary costs invoice.

Avoid damage from frost: during the cold season, the heating must be constantly left on in order to ensure a minimum room temperature of 15°C.



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