

§ 1 Respect

All tenants should have the possibility to study, work and sleep as much as needed in our flats. Co-living requires respect with much sensitivity. Co-tenants as well as neighbors shall not be deranged nor disturbed. Noise such as loud music, slamming of doors etc. is to be reduced to a minimum. Phone calls, media use of any kind is to be practiced at room loudness, not more. Quiet hours are at least from **10.00 pm to 7.00 am**.

§ 2 Carefulness

1. For the benefit of your own health all accommodation of Housing Lüneburg is non-smoking. This applies for rooms, shared rooms and any flats and houses. Smoking is also not permitted next to windows/ doors or while the window or door is open. Disrespect of these rules may lead to sanctions and also the early termination of a rental contract. All costs to undo the consequences and damages of smoke and use of smoking items need to be paid by the tenant.
2. Buildings, inventory, equipment or systems are to be handled with care and respect. Any damages caused on these by the tenant have to be paid in full by the tenant.
3. The tenant is obliged to report any damages, lacks or shortages to Housing Lüneburg immediately.
4. Posters, adds, letterings etc. must be removed if ordered by HOUSING Lüneburg eV. Nails, screws, tape and such must not leave any traces at walls, doors or other inventory.
5. Doors and windows are to be closed properly during absence and storms.
6. Own cables and installations must not be laid.
7. Any changes, also minor, of inventory, instalments, constructions, equipment or systems must not be done without agreement of HOUSING Lüneburg.
8. Personal items and belongings should be well secured at all times.
9. Light bulbs are to be replaced by the tenant. On move out day, all light bulbs should be functioning as they did during move in day.
10. Water, electricity, warm water and heat energy should be used economically. In case of longer absence, the tenant has to reduce the temperature regulation to "1" of the heating and keep the windows closed.
11. The tenant has to provide sufficient ventilation of the house/ apartment/ room. During the heating period it is recommended to air the rooms intensively with windows wide open several times a day. Permanent use of the tilting function of the window causes significant losses of energy. If water condenses on the window panes Housing Lüneburg or the owner of the house is allowed to enter the room or apartment - even if the tenant is absent - to air the room/ apartment and thus prevent possible mold formation.
12. It is forbidden to throw or empty things out of the windows or from the balconies.
13. Items such as clothes horse, shoes, furniture, bicycles, waste etc. should not be put or hung up in the corridors, backyards, on stairways, in shared rooms, in and on the house.
14. The entrances, stairways and other shared rooms are to be kept free from obstruction (based on fire regulations - emergency exits). The landlord is allowed to remove items that obstruct these areas. The tenant can reclaim the items for a fee.
15. Bulky waste has to be disposed by the tenant. If this is not the case the bulky waste will be disposed by the landlord at the tenant's expenses.

§ 3 Alterations of the rented property

1. Any reduction or extension of electrical lines and connections is prohibited. Changes of the furnishing and installations is also prohibited.
2. The tenant is not allowed to remove furniture that was taken over by HOUSING Lüneburg eV or to add additional furniture to the rented room or apartment without permission.
3. Balconies or terraces (if present) should be kept clean. Items should not reach over the railings. The storage of inflammable materials is prohibited. The windows are to be cleaned at least two times a year, the curtains are to be kept clean and not to be replaced by bed sheets or others.
4. Any changes to the rented room/ apartment or to the inventory or the installation of additional devices e.g. telephone connection require the previous consent of HOUSING Lüneburg eV. The placement of outdoor antennas is not permitted. HOUSING Lüneburg eV is allowed to demand that the original state of the rented room has to be restored upon termination of the rental agreement.
5. HOUSING Lüneburg eV may carry out repairs or constructional changes that assist to the maintenance of the house/ rented rooms or that are necessary to avert impending dangers without the tenant's consent.
6. For this purpose, the tenant has to tolerate access to the respected rooms. The implementation of work may not be hindered or delayed by him/her.
7. So far as the tenant has to tolerate the construction work, he/ she may neither reduce the rent nor exercise a right of retention nor demand compensation.

§ 4 Right of access

HOUSING Lüneburg eV or his representatives may enter the rented rooms after previous application or written announcement. In case of imminent danger, in order to avoid damages (e.g. open windows during wind or heavy rain) or to remove disturbances (e.g. beeping smoke detector, loud music) access is permitted and must be granted at any time. Additionally, the exception of §2 section 11 applies.

§ 5 Keys

1. For security reasons the door to the apartment or room is constantly to be kept closed. The keys to the house and the room have to be kept in safe place. In case of loss HOUSING Lüneburg eV has to be informed immediately. The tenant has to bear all costs for replacing the keys.
2. In the case of lost keys HOUSING Lüneburg is entitled to have the lock replaced at the tenant's expense. HOUSING Lüneburg eV is not liable in case that the keys to the rented rooms fall in unauthorized hands.
3. The tenant is not allowed to exchange lock mounted by the landlord.

§ 6 Cleaning

1. Every tenant has to clean the rented room as well as the shared rooms as the kitchen, the sanitary rooms and corridors, regularly.
2. The tenants of a flat-sharing community have to regulate the responsibility for the cleaning of the shared rooms among each other.

3. If **HOUSING** Lüneburg eV has provided special care instructions (e.g. for the wooden floor) they absolutely need to be observed. The tenant is liable for damages caused by the use of inappropriate or improperly used care products.
4. Possibly instructed cleaning companies only serve for the support of the tenant's cleaning obligation. Hindrance of the cleaning companies is to be omitted. The tenant is not allowed to instruct the cleaning staff or to place orders which differ from those placed by **HOUSING** Lüneburg eV.
5. Especially fridge compartments/ fridges and kitchen compartments must be cleaned regularly by the tenant. Refrigerators and freezers are to be defrosted and cleaned regularly, every four weeks at the latest. The stove must be cleaned immediately after use.
6. The tenant must allow disinsection. At the same time the tenant has to adopt all necessary precautions to minimize the danger of pest infestation (e.g. by firm closing of food, caution with taking in used foreign commodities as bags, suitcases, clothes and others. The caution also applies for the provision of §2 section 12.
7. If the tenant does not comply with his/ her responsibilities **HOUSING** Lüneburg is entitled to remove the deficiency at the tenant's expense.

§ 7 Doing the laundry/ Drying

If washing machines and dryers are available may be used by the tenants for a fee. The installation of washing machines within the rooms and apartments is prohibited. Washing machines and dryers may only be used by the respective tenant. It is not allowed to dry the laundry within the rooms or apartments if a laundry room or a dryer is available. Drying the laundry on the heater or without a clothes horse is prohibited.

§ 8 Storage

Highly flammable, harmful, dangerous or malodorous substances are neither allowed to be stored on the property nor within the building. This also applies to any e-bikes, e-cars and any e-driven vehicle and their batteries. Especially charging the batteries while not being present in the same room.

§ 9 Keeping of pets

Keeping of pets is not allowed. Exceptions require the previous written permission of **HOUSING** Lüneburg eV.

§ 10 Radio/ Television

For the use of the radio and television sockets there must be used appropriate standardised connection cables. Manipulations at the connection socket are to be omitted. The tenant is responsible for the timely and proper application at the broadcasting fee service (GEZ).

§ 11 Additional electrical devices

Additional electrical devices with high power consumption may not be installed and operated. These include especially washing machines, fan heaters, oil radiators, tumble dryers, refrigerators and freezers as well as dish washers. For batteries and chargers see §8.

§ 12 Land-line connection in flat-sharing community

If there is a phone with land-line connection available in the flat the tenant has to follow the internal rules of the flat-sharing community.

§ 13 Bicycles / Cars / Motorcycles

1. Bicycles must not be parked within the living rooms, corridors or staircases. They may be parked in the room provided for bicycles. In this respective room there must only park bicycles for the own use and they must be ready for use. We recommend that tenants effect personal property insurance against theft.
2. Motorcycles, scooters, mopeds and cars must be parked on the provided parking spaces.
3. For the reason of traffic and fire safety the accesses to the parking spaces and for the fire brigade must be kept free. The vehicle owner who lives in the respective object is responsible for keeping the parking spaces free from snow and black ice. Each road user has to behave in a way that any danger or obstruction of others is excluded.
4. The parking spaces may only be used for vehicles that are ready for use and registered by the police.
5. Parking outside of the marked parking space and unauthorised parking is not permitted. Illegally parked vehicles will be removed at the owner's expense.
6. HOUSING Lüneburg eV is not liable for bicycles, cars or motorcycles parked on the property or in the building.

§ 14 Notices

All public notices put on provided places by HOUSING Lüneburg eV are binding for the tenant.

§ 15 Escape routes

For the reason of fire protection especially escape routes and emergency exits as corridors and staircases as well as accesses to the building must always be kept free.

§ 16 Common rooms

The use of central common rooms by the tenant is only allowed after permission of the caretaking service and may not disturb other tenants. The tenant is responsible for cleaning the room. With the omission of the cleaning HOUSING Lüneburg eV will instruct a cleaning company to clean the room at the tenant's expense. Possible rules of use may be noted.

§ 17 Other house rules

Possible house rules of the owner of the house take precedence over house rules of HOUSING Lüneburg eV and are complemented by the present one.

§ 18 Changes of the house rules

The house rules may be modified unilaterally by HOUSING Lüneburg eV.