

House rules

The house rules govern the coexistence of all building residents. It comprises rights and obligations, serves the protection and safety of the house and its residents. In the interest of the house community mutual comprehension and consideration for neighbours is essential for the coexistence.

These house rules are an important part of the tenancy agreement. The landlord may amend the house rules to maintain peace and order in the house, if thereby do not arise any additional obligations for the tenant.

1. Ventilation and heating

The tenant has to care for sufficient ventilation and heating of the flat. For ventilation open the windows completely for a short period (air out). The flat shall not be ventilated to the staircase.

The louvres of the bathroom door shall not be covered, because otherwise there is a high danger to life while using gas appliances.

2. Quiet hours

There are quiet hours from 01:00 to 03:00 p.m. and from 10:00 p.m. to 7:00 a.m., which have to be observed. During these times in particular loud door slamming as well as disturbing house or garden work shall be avoided. On Sundays and public holidays, residents shall refrain from disturbing works all day.

When using TV, radio or other devices and when playing any musical instrument keep a normal volume level.

Parents have to take care that children and teenager respect the quiet hours. If having a party all residents shall be duly informed, i.e. at least three work days in advance.

3. Week to do the communal cleaning

The week starts on Sunday morning and ends on Saturday evening of the next week. If there is no facility management, it comprises following tasks:

a) Small cleaning duty (kleine Kehrwoche)

The entrances of the individual flats, stairs, handrails and landings as well as staircase windows have to be kept clean by the tenants of the floor. If there are several tenants on one floor, the cleaning shall be made alternately, so that the weekly cleaning is guaranteed. The tenants of the ground floor also have to keep the main entrance and the front doors clean.

b) Big cleaning duty (große Kehrwoche)

The cleaning duty schedule and areas hangs out in the staircase. The big cleaning duty comprises the following tasks:

Cleaning inside the house

- stairs and corridors as well as generally accessible rooms in the basement and basement floor
- generally used attic areas and the stairs from the uppermost living floor to the attic rooms
- in case of rental buildings with elevators additionally the elevator car including elevator doors

Cleaning outside the house

- outside facilities, children's playgrounds, dustbin and other areas, as well as waste bins and organic waste bins
- rear exit stairway including exit door
- pavements along the street and to the front door.

Furthermore, the organic waste, residual waste and paper bins up to a 240 litre volume have to be prepared at roadside to be emptied.

Obligation to clear and grit

Cleaning and gritting of generally used stairs, places, gateways and courtyards as well as streets and pavements in winter must be carried out from Monday to Friday by 07:00 a.m., Saturdays by 08:00 a.m. and on Sundays and public holidays by 09:00 a.m. In case of persistent snowfall or slipperiness there is the obligation to clear and grit in appropriate intervals. The obligation to re-inspect ends at 08:00 p.m. In particular, the local police rules as to the obligation of the street residents what regards cleaning, clearing and gritting of pavements have to be observed.

4. Safety

The front door has to be kept closed, but not locked. Windows in the basement, attic and staircase shall be kept closed, particularly in winter. Roof windows must be closed and locked in case of rain and storm.

Staircases, corridors, basement and common rooms shall be kept clear of any objects. Due to fire protection highly inflammable objects shall not be stored in the basement or attic, as well as in the garage.

Fuels shall only be stored in rooms designated for this. Stoves shall only be heated with fuels provided.

Keys shall be kept carefully. In case of loss please immediately inform the GWG Reutlingen.

5. Common rooms

Common rooms may only be used for the intended purposes. Smoking is not allowed in these rooms.

6. Outside facilities

Courtyard, pavements and outside facilities shall not be used as storage area, parking place, park and wash space for vehicles. In particular playing football in the green areas and courtyards is forbidden. Pavements are only for pedestrians and shall not be driven on with any kind of vehicle. The green areas shall not be reshaped. In case of damage of the outside facilities the person, who caused the damage, will be subject to compensation. The emergency access road must be always kept clear.

It is forbidden to barbecue on balconies, terraces and in outside facilities.

7. Balcony and facades

Window boxes may only be put inside the balconies and loggias.

If watering the balcony flowers take care that the water does not run down the house wall and/or drips on the windows and balconies of other tenants.

Awnings and other sun blinds may only be installed inside loggias and balconies after prior approval of GWG Reutlingen. The facade appearance of the house as well as the walls of open balconies and loggias shall not be changed.

The unauthorized fixing of equipment of all kind outside the windows is forbidden. Bicycles and the like shall not be leaned on house walls to preserve the plaster.

8. Laundry und drying areas

- The laundry may be used on weekdays from 7:00 a.m. to 01:00 p.m. and from 03:00 p.m. to 08:00 p.m.
- The use of laundry and drying areas on Sundays and public holidays is forbidden.
- It is allowed to install condensers, but no vented tumble dryers.
- Please keep the laundry door shut while washing.
- The laundry must be sufficiently ventilated by the user.
- The washing shall be dried in the drying area designated by the landlord and shall be used only during the period necessary. The washing may also be hang out to dry inside the balcony. Only washing, which does not drip, may be hang out in the attic.

9. Waste separation

The waste separation has to be realized according to the rules of the Stadt Reutlingen.

The waste has to be sorted into residual waste, organic waste, paper, recycling waste (Gelber Sack), glass and reusable materials.

Recycling waste (Gelbe Säcke) have to be stored in your own basement room until collection date. Prepare it only on collection date at roadside.

10. Elevators

The elevators have to be operated carefully. In case of fault please contact the maintenance company (see notice in the elevator or staircase).

You may contact the GWG Reutlingen during the office hours by calling 07121 277-300, the emergency service outside office hours by calling 07121 277-322.

11. Illumination

If the corridor or staircase illumination fails, please immediately inform the GWG Reutlingen by calling 07121 277-300.

12. Tenant absence

In case of absence of the main tenant a representative has to be appointed and designated to the GWG Reutlingen, who will carry out the tenant's tasks arising out of the house rules.

13. Insurances

It is highly recommended that each household has a liability and household content insurance, including fire, theft, burglary, glass and water damage insurance.