

## **Dear Ladies-hirer, dear Gentlemen-hirer**

Living together in a big community, that means mutual attention to each other. However, sometimes it is necessary to make compromise too, or to look for help from outside.

We wish that you feel comfortable in your flat and we think that it stands for reason that we want that our material assets are protected and treated carefully.

To avoid unneeded misunderstandings and disputes our BuildingAdministration Cottbus GmbH- as your landlord- has issued the present

### **House and Fire Protection Rules**

we would like to provide to you together with your rental agreement.

These regulations contain the experience of the past, and in addition some rules taken out of laws or administrative orders. It is important to pay attention to the latest issue of the town protecting rules. Please find them attached.

## **1. Careful treatment of the rented property**

### **1.1. Living and Business rooms**

- a) The rented property has to be treated carefully.
- b) When washing and drying the laundry please pay attention that the rented rooms or the building itself are not badly affected (e.g. from mould, humidity penetration or others.)
- c) Washing machines and driers must be connected professionally.
- d) It is necessary to guarantee adequate and sufficient aeration of the flat, even if the people living in it are absent for a longer time.  
Repeated openings of the windows, i.e.3 or 4 times a day, is more reasonable than constantly ventilation through half-opened windows. If it rains, the windows have to be kept closed, if possible, except for ventilation.  
It is not permitted to open the flat door for exhausting the air from the kitchen into the stairway..
- e) If there is rain or frost danger, water and drain pipes as well as the central heating have to be protected from freezing. Toilet and cellar windows are to be kept closed,
- f) The bath oven, if there has been one, must be heated and emptied in frost.
- g) Things that can cause blockades are forbidden to throw into toilets or other drains.  
If a renter has caused a blockade, he has to bear the costs for removal.
- h) Floor covering materials have to be treated carefully.

## 1.2. Balconies and loggias

- a) What is a usual picture in the Mediterranean region, namely to see the laundry, hanged up for drying, right from the street, looks badly in our region. That is why the laundry, hanged up for drying, should not be seen from outside.  
Clothes drying racks and lines should be placed beneath the balustrade of balconies or loggias
- b) Please keep balconies and loggias free from snow. Do not use them for placing or storing litter and rubbish or even fuels.
- c) When pouring your balcony's or windows' plants, please pay attention that the water does not flow down the wall to another balcony beneath.
- d) When attaching sunblinds, please do not damage the building stock. Especially, if there has been installed heating insulation .  
If you are doubting, please get in touch with your appropriate administration. It will help you and give recommendations.  
If your building has been reconstructed not long since, read the remarks you were given afterwards, carefully.
- e) For the installation of satellite dish, photovoltaics or other equipments, a written application is needed for getting a permission.  
After getting a permission for installing a satellite dish the above mentioned (under a) to d)) is to follow – that means, they have to be placed under the ballustrade without damaging anything.
- f) The use of charcoal or gas grills is not permitted.  
It is possible to use an electric grill, but without disturbing the neighbours.

## 1.3. Cellars, Attics and Small Rooms

- a) The renters are responsible for cleaning the windows and light wells that belong to their cellars or attics.
- b) Please care about regular ventilation of these rooms. However, it is necessary to keep the windows closed, especially when it is storm or rain.
- c) If there are some cocks or dehydration shafts in your cellars, attics or small rooms, you have to allow the entry to them in case of any averages.
- d) All rooms are to be kept in a clean state.

#### 1.4. Common Rooms and Areas

- a) Doors to the rooms that are used commonly are to be kept closed. Concerning the fire prevention door, please see under 8b).
- b) The reproduction of additional keys and respectively the installation of new locks is not acceptable without a permission of the landlord. If a key gets lost, it will be possible to install a new lock, but the renter has to pay for it.
- c) It is not permitted to take water out of the pipes outside of the flat for private purposes. That applies also to the removal of current out of the common rooms.
- d) Please pay attention and do not waste water, electric current or gas in common rooms.
- e) The regular opening and closing of the windows in common rooms is necessary, especially if there is rain or frost.
- f) Use the lifts carefully. Please inform the landlord immediately if there is a breakdown.
- g) The installation of an intercom system (on your own expenses) is not allowed. It can even endanger human life, because the emergency cannot get into the house on time. You can avoid that unauthorized people get in the house by checking the identity of the person asking for entrance, before you open the door.

#### 2. Cleaning Order of the house

- a) If there have not been special agreements, the renters have to clean the entry to the flat themselves. They have to care about the staircases and to clean them once a week, including handrails and windows. If there are several renters on one floor, then the responsibility changes from one to another.
- b) Please read the instructions to the so called "Extensive Order for cleaning the house" concerning the house entry, cellars and common rooms, in your contract of hiring a flat, carefully.
- c) If a renter does not follow its obligations for cleaning, the landlord can have the house cleaned at the renter's expenses.

- d) The installed information boards in the houses are properties of the Building Society GmbH Cottbus and that is why they can only be used by this society to provide the residents with actual information.  
The use of these boards by private people for advertising or other information are not permitted and can have legal and financial consequences.  
If there is a special need for using it, it will be possible to grant an exception. However, it is necessary to discuss this problem in advance with the administration for getting a permission.

### 3. Noise

- a) Please avoid to make rest-annoying noise, especially between 1 and 3 o'clock p.m. and from 10:00 in the evening to 6:00 o'clock in the morning.
- b) Please keep these times as well for cleaning your carpets.
- c) On Sundays and on holidays rest-annoying noise is to avoid generally.
- d) If using radios, music instruments in the flats, please keep the volume on a household noise level.
- e) In houses, where there have been still garbage chutes, things made of glass, like bottles and glasses, or metal, should be thrown into chutes only if they are wrapped into paper.
- f) When throwing glass into the special containers, please follow the times written on them.

### 4. Waste container locations and outside facilities

- a) It is necessary to keep free house and court entries, alleys and waste container locations and their access roads, as well as roads for the fire brigades.  
It is forbidden to park at them or to barricade them.
- b) Waste and rubbish are to be thrown only into the special waste containers. Please close them after throwing sth. into them.
- c) Please follow the strictly separation of rubbish.  
Materials with the "green point" have to be thrown into the glass, paper or into the yellow container
- d) The disposal of bulky waste (e.g. matrasses, cases, cardboard boxes) has to be done on your own expenses.  
It is only allowed to put the bulky waste at common areas or at other environmental places, just before collecting it.

**TIP: Please use the possibilities of the collecting of waste free of charges by an administrative enterprise for waste disposal.  
Speak to your neighbours for finding a way to minimize the costs.**

- e) It is not permitted to play football, to ride your bike or to walk with your dog on the public green areas and playgrounds.
- f) Children should only play on the playgrounds.
- g) Cats and dogs are to be kept away from playgrounds.
- h) It is not permitted to wash cars of any types on parking places or at the roadside.  
Do not repair cars with the help of special appliances.
- i) Fuel or oil dumping, as well as off dumping of corrosive and acidic liquids into sinks or drains, is forbidden.

## **5. Keeping of animals and feeding them**

The Building Administration (GWC) permits the keeping of animals if the following hints are considered:

- a) Please inform our administration about the keeping of cats or dogs.  
Concerning the numbers of animals, the landlord can give a margin accordingly to the living space.
- b) The pets are to be kept in such a way that they cannot damage the flat or molest other people by tang or noise.
- c) Dogs have to be held on lines from the beginning of the staircase. They are not permitted to go over playgrounds or laundry places. Please pay attention to the regulations for dog keepers as well.
- d) The dog keeper has to collect the dog dirt after the dog has left it on the ways.
- e) You have to inform the landlord about the keeping of poisonous animals like snakes, spiders, scorpions, reptiles and others. If it is necessary to show the document of origin, you have to provide a copy.  
Please keep the cages and terrariums or other bins or boxes so save that the animals cannot escape.
- f) It is forbidden to feed the pets, especially cats and pigeons, because the feeding causes great pollution and rats and other bugs could be attracted.

There are special places allowed by the Society for the Prevention of Cruelty to animals. Please take away rests of feeding and clean the bowls.

## 6. The parking or stabling of objects

- a) The parking, stabling or attaching of things at common areas is not permitted.  
That concerns
  - stairs
  - floors
  - attics
  - cellars and small rooms
- b) Common rooms (e.g. cellars for bikes and drying rooms) can be used from all tenants but only for their special services. It is not permitted to lock bikes or other things on tubes or heating facilities.
- c) Locks are changed only by the building administration.
- d) It is possible to place furniture or other things on common areas, but only for a short time, e.g. while doing repairing or construction works, decorating the flat or changing the furniture. In such cases it is necessary to write an application to the administration for getting a written permission. A copy of this permission must be attached to the furniture.
- e) Concerning baby carriages, walking frames, wheel chairs and others, it is only permitted to place them on common areas, if they do not block the way for the other cohabitants or safeguards. In case of conflicts, the landlord has to take a decision.
- f) Please use only a doormat in front of your door, customary in trade, to avoid accidents because of slip hazards.

**TIP: Please pay attention when buying them that they have a non-slip underneath.**

- g) Keep your shoes in your flat to avoid the creation of additional dangerous places, thefts and permit an efficient cleaning of the house.

## 7. Electrical Appliances and Plants

- a) It is only permitted to use electrical plants and appliances if they are in faultless conditions. Please pay attention to the hints of manufactures, too.
- b) If using electrical appliances for warming up, they have to be watched all the time, even if they are used only for a short time. You have to avoid the possibility of heat transmission on inflammable materials or fabrics.

- c) If you want to change or to install additional electrical appliances you need a written permission of the landlord or/and the checking by a specialist.
- d) If you want to do manual or technical works, you have to observe the common rules. If you want to establish so called rooms for technical works, you have to send in a written application.  
For private manual works the use of electricity, paid by all of the housemates is forbidden.

## 8. Fire protection installations, means and appliances

- a) Do not damage or remove facilities, means or appliances used for avoiding or combating fire as well as for prevention of fire spread or for evacuation. It also concerns the labels or signs for fire protection.
- b) Fire protection doors in houses with closing systems (there you can open the outdoor and the fire protection door with the same key) are to be kept closed they can be even locked.  
If there is no closing system, the fire protection door is to be kept closed, not locked.  
It is not permitted to install additional lockers.  
It is forbidden to hold the door open by means of wedging or lashing or others.

## 9. Smoking, Open Fire and Light

Unfortunately, there have always been devastating fires, where not only material assets have been destroyed or damaged, but also some fatalities have to be lamented or have been badly hurt.

Therefore, pay attention and follow the next hints carefully:

- a) Do not smoke or use open fire beyond your flat ( i.e.at attics, on stairs, in cellars or common rooms.
- b) It is not permitted to smoke in garages as well.
- c) As we have already mentioned under point 1.2., the use of charcoal grills and gasgrill appliances at balconies and loggias is not permitted.
- d) While smoking or using open fire in your flat, pay attention that flammable fabrics or materials cannot be inflamed. Do not leave matches or cigarette lighters near the reach of children. Please pay special attention when using candles. (i.e. use non-flammable underlays, support the candles against toppling down)

**TIP: Have you ever considered to buy any appliances for dousing fire?  
It could be useful to have a fire blanket and/or a powder fire extinguisher.**

## 10. Flammable liquids and liquefied gas

- a) The keeping of flammable liquids in flats or small rooms has to be done in break proofed and closely sealed canisters.  
You have to follow the common rules.  
For a built-up cellar room 20 litres of flammable liquids are permitted.
- b) The use and the stocking of every kind of motor fuels in living or secondary rooms is forbidden.  
Even empty but not cleaned canisters are considered as full canisters, following the accepted rules of technical standards.  
As result , the placing of motorbikes and other vehicles in living buildings is forbidden.
- c) The stocking of bottles, filled with gas liquids in cellar rooms, staircases or common rooms is forbidden. These rules are also binding for people, carrying on a trade.  
If rooms are hired to people carrying on a trade and needing gas liquids, it is necessary to find adequate stockings rooms.
- d) The tenants are not allowed to use plants working with gas liquids for heating or cooking.

## 11. Fire Places for Solid, Liquid or Gaseous Fuels

- a) Fire places for solid, liquid or gaseous fuels can be placed and used only with the permission of our administration or of the chimney sweeper and the company of supply.
- b) For the use of these appliances the producer's manual and the common rules of technical usage are binding.
- c) The hirer are not allowed to change fire places or tubes.  
However, they have to grant the regular cleaning of fire places in good time.
- d) It is forbidden to hang up clothes or other flammable material on or over heatings or fire places that are in use. It also concerns the smoke and heat venting systems.  
You have to keep a security distance of 50 cm.
- e) It is forbidden to damage the chimneys by adding of building constructions or smashing of nails or other things into them.  
Cleaning lockers for chimneys are kept closed. You always have to guarantee a free space of 50 cm to the side and 80 cm ahead.



- f) Please transport ash and other particulates only in non-flammable canisters and if keeping them in flats, pay attention that there cannot develop any fire by flying sparks, heating transfer, glow or burning through. Collection drums for ash are to be put at the named places by the administration and kept closed. There must be observed a minimum distance of 2 m to flammable materials.  
It is not permitted to store the ash under stairs, on the attic or in rooms with flammable materials as well as at other easy accessible places.

Please fill in the ash into the boxes, provided by the supplier, only if it is completely cold.

- g) The storage of flammable materials and the hacking of wood is allowed in your cellars.

## 12. Required Spaces for Emergency Cars

- a) The marked and named parking places for fire brigade machines must be always kept free. Even short parking is not allowed. If you see anybody who does not consider these rules, please contact the competent administration.
- b) It is not allowed to park on hydrants and marked places for tubes of fire brigades.

## 13. Behaviour in Special Situations

- a) If someone observes or remarks a fire, an accident or another event, dangerous for people animals or things, he has to inform immediately the fire brigade or the police.  
Start with actions for stopping the fire only after having informed the responsible people.  
Please pay attention not to run into mischief yourself.

Emergency calls:

**112 Fire Brigade**

**112 Emergency doctor**

**110 Police**

- b) If you start an emergency call prepare the answer to the following questions:
- **Who is calling?**
  - **What is happening?**
  - **How many people are missed or hurt?**
  - **Where it happen?**
  - **Wait for requeries**
- c) Correct behaviour can save human's life! Please pay attention to the following hints:

- Follow the line: Human' safety is above things!  
Concentrate on helpless people and inform the rescuers about helpless or disabled people in the building.
- If there is a fat fire do not try to slake it with water! You can stop it with a cooking pot or a blanket.
- Do not leave your flat if the staircase or corridor is smoky-filled or if the staircase is on fire. Seal your flat door with wet cloths and give signs through the windows or the balcony.
- Do not require from other inhabitants to leave their flats if it is smoky.
- Do not use the lift in case of fire.
- If you cannot leave your flat, do the following:
  - take wet cloths and shut your mouth and nose with them
  - move crawling or ducked through your flat, away from the fire to the windows
  - avoid the supply of oxygen because the fire will spread quicklier if it gets it
- If the fire is in your flat and you can leave it, try to shut the door- but only if you are not in danger- to avoid that the fire can spread to the staircase.
- Follow the instructions of the rescuers.

Tip: Smoke detectors do not cost very much - but they can save lives!

It is said that two thirds of all fire victims are caught while sleeping in the night.

It is already deadly to have the lung full of smoke.

So a smoke detector can save life in your flat.

The loud noise of the fire detector will warn you about fire when you sleep.

So you will get a necessary margin to save yourself and your family members and to inform the fire brigade

- d) If it smells of gas do the following:
- Do not touch electric bells or switches
  - Switch off electric appliances or plants that can cause an ignition immediately
  - Do not smoke!
  - Inform the fire brigade immediately

### 13. Final clauses

With the entry into force of these rules of the house and the fire protection regulations all other existing orders of the Building Administration Cottbus GmbH have not been valid any more.

It does not concern any additional clauses made to your contract.

Building Administration Cottbus GmbH  
Administration Management

## Regulations for Keeping the Town Order

In these regulations there are some passages important for tenants as well. That is why we would like to give them to you below to your information. You can have a look at the complete order, inclusively the attachments (1- Warning and speeding fines, 2-Protecting parks and monuments, site plan) on our homepage of the town administration under

[www.cottbus.de](http://www.cottbus.de)

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### § 2 Definitions

- (1) By **circulation areas** in the sense of this administration order are meant all places and areas, used for public or other kinds of transportation without regard to the status of building, property relations or a public-local notice, in addition areas of short-distance public transport (ÖPNV)

To the circulation areas belong:

- all lanes of traffic, including the safety lines and shoulders
- public parking spaces
- lanes for bikers and pedestrians
- zones for pedestrians
- forest tracks or riding trails
- bridges, channels, subways
- slopes and ditches
- plant areas
- other areas serving for the safety of traffic or local residents

- (2) **Areas** in the sense of this administration order are all places and areas that can be used by all people without regard to the property relations. These are e.g. all pedestrian walk ways and promenades, all waters and their shores, public play grounds, places for playing golf or for skating as well as public green areas and parks.

- (3) **Local residents** in the sense of this administration order are the owners and people having the permission of using these premises or buildings bordering directly to traffic lanes or areas.

### **§ 3 Behaviour at circulation areas and other territories**

- (1) All kinds of circulation areas and other areas can be only used within the scope of common use and its dedication purposes.  
Everyone has to act so that he does not endanger or injure other people as well as to hamper or annoy them.  
Please see the regulations under § 6 of this order concerning the protection of the Branitz park as well.

#### **It is forbidden:**

- a) to camp on circulation areas or grounds and to make fire on them if these places have not been given free for use.
  - b) to beg aggressively, i.e. by taking the hands of s.b., by detaining him or her or by barricading the way as well as the persecution or chase of people even using animals.
  - c) to damage, to smudge, to bond or to remove monuments, sculptures, fountains, pot plants or benches, street furniture or other accessories.
  - d) to camp or sit in groups at special places and to constrain passersby
  - e) to disturb people by using alcohol or other means to get high on (e.g. to accost people or to endanger them by leaving bottles or other shards on the roads or parks)
  - f) to change or to deface walls or other areas by applying colour or paintings against the will of the owner or other people.
  - g) to wash cars or trailers at pedestrian ways, green grounds or in the forest, with the exception of car windows, head lamps, the interior or the car number plate.
- (2) Any pollution of circulation areas or other areas is forbidden.  
Especially
- a) by throwing, leaving or stocking of packaging material, foodstuff or other waste material, e.g. cigarette ends, boxes, chewing gum or paper handkerchiefs;
  - b) by leaving of waste material after receiving goods or building materials;
  - c) by leaving of transportation materials

- d) by using of water endangering substances( i.e. oils, fuels, poisons, chemicals and pesticides);
- e) by relieving oneself.

- (3) The up and down loading and of transportation means should be done very quickly and without unnecessary disablement, disturbing or any dirtying. If it is necessary to store some material for a longer time, you will need permission and it is to grant to avoid any disablement or damaging. Gutters and drains as well as hydrants or special shafts for technical supply are to be kept free. If there has been a contamination it has to be cleaned immediately. If not there will be an administrative cleaning payable by the cause.
- (4) If you run a construction site or do any other dirty works you have to keep the risk of pollution of the environment as small as possible.
- (5) The hanging up or having placards, posters or placards racks or other means of advertising hanged up without permission is forbidden. The placing up or having signs, advertising racks or others placed at municipal grounds without permission is forbidden. If it is not possible to find the person who has hanged or placed these things, the monger will be taken to responsibility.
- (6) In order to protect the areas it is not allowed to cruise over them or to park on them. It is also forbidden to enter the areas that are not always open out of the regular opening times or to stay on them. It is forbidden to enter fountains or wells or water gardens, to pollute them or to have animals or pets to bath in them.
- (7) The use of children's play grounds or areas for skating and playing football is permitted only as per their purposes. It is forbidden tu use alcohol or other means coming up. If there are not any other additional signs, the stay at these places is allowed only until the nightfall, until 10 o'clock p.m. at the latest.
- (8) Street musicians have to leave the place after every 60 minutes. The new place must be so far from the first one that a noise pollution at the first place is excluded. The use of amplifiers is not allowed.

#### **§ 4 Duties of local residents**

- (1) The leaves falling from street trees on your private estate, the owner has to clean the built or not built up estate itself.
- (2) Fences of estates have to be built and checked that way that streets or areas can be used without endanger people or things.
- (3) Cellar light wells and loops are to interlock so that road users cannot be endangered.
- (4) Every owner or other beneficiaries of an estate covered with buildings is obligated to affix the assigned house number. It has to be placed right next to the entry, well visible and readable. If the main entrance is not to the street side, the number has to be placed on the wall or fence of the estate that is next to the entrance. If a new number has been given, it is

necessary to leave the old one for a transit time of half a year. It has to be crossed in such a way that it is still readable.

- (5) Areas used by the agriculture and forestry or that are disused, have to be cultivated by the owner in such a way that the neighbours or other areas cannot be influenced badly. On disused areas, now used as green land, it is necessary to do a cut of the lawn at least once a year. Owners and beneficial owners are responsible for cleaning these areas.

## **§ 5 Animals**

- (1) Every pet owner is obliged to keep his pets in such a way that endangering or disturbing of local residents or other people or the environment is excluded.
- (2) The pet owner or pet leader is obliged to avoid or to abolish contaminations, following § 2 of the town regulations. That is why the owner has to carry adequate materials along with him.
- (3) Dogs must be leaded on circulation areas only by using a line.(see § 2 of town regulation)
- (4) It is not allowed to feed ownerless animals or pets.

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Hints and other regulations you can find in addition in the following acts or orders in their latest issues:

- a) in the Civil code (BGB)
- b) in the Fire and Catastrophe Protecting Law of Brandenburg (Bbg BKG)
- c) The Building Order of Brandenburg (Bbg BO) and connected directives
- d) LAW of Emission of the Country
- e) LAW for Sundays and Public Holidays
- f) Order for Avoiding noise from Machines and Appliances
- g) Order for Dog Owners in Brandenburg
- h) Articles for Street Cleaning in the Town of Cottbus, including Winter Servicing
- i) Articles for waste management in the Town of Cottbus

Please find according links on our homepage [www.gwc-cottbus.de](http://www.gwc-cottbus.de)

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