



DOGEWO21 house rules

DOGEWO21
Hier bleib ich!

WWW.DOGWO21.DE

“Be a good neighbour!” We’d like to mention this friendly motto at the start of our house rules. Because we want our tenants to have good neighbours. And if there are ever any disagreements or doubts, the house rules might be of use to use. They are an integral part of our contracts and therefore binding for all tenants.

1 Being good neighbours

- 1.1 Defined quiet times.** Our homes are welcoming places where we can enjoy peace and quiet. Therefore, DOGEWO21 properties have defined quiet times between 1 pm and 3 pm and between 10 pm and 7 am. Please ensure that you and your family are particularly mindful of your neighbours’ needs for quiet time during these hours, both in the property and in the outside spaces!
- 1.2 Musical instruments.** Do you play an instrument? If you do, please practise outside the quiet times. When practising, please remember that: A music lesson is an hour of music. If you play music for longer than this, your neighbours may feel that they are being disturbed.
- 1.3 Household noise level.** If you are listening to the radio or music or watching TV, ensure that you do not exceed the household noise level.
- 1.4 Children** are very lively and things can get noisy at times. Therefore, please make sure that your children do not play in the corridors and stairwells. For safety reasons, skateboarding and rollerblading is prohibited here.
- 1.5 Celebrations.** There are many reasons to celebrate. Please avoid unreasonable levels of disruption and ask for your neighbours’ understanding in advance by displaying a notice or ideally talking to them in person.

2 Be considerate, including outside

- 2.1 Outdoor areas.** Around the building children can play in our playgrounds, in the open spaces, on the grass and pavements; your children’s friends are also very welcome, of course.
- 2.2 Football, handball, fist ball...** Ball games are only permitted with soft balls. Remind your children and their friends of this too.
- 2.3 Liability.** We ensure that the outdoor toys are functional and meet safety standards. Nevertheless, children can still hurt themselves when playing with and on the toys. Therefore, please note the following: Use of the toys takes place at your own risk. Please ensure that your children are safe.
- 2.4 Children’s tents and paddling pools** add some variety and may therefore be used in the outdoor areas. Please note that a paddling pool may only be filled with water from your own flat. Move pools and tents from time to time to prevent damage to the grass. Important: A paddling pool may not be a hazard and gardening maintenance work may not be disrupted.
- 2.5 Plants and the environment** should be protected: Therefore, ensure that grass and plants are not trampled; collect all children’s toys and leisure appliances again after use. Adults and children should work together to ensure that the outdoor spaces are clean.

3 For your safety

- 3.1 Fire protection.** The fire service needs to be able to extinguish fires without any hindrances. Furniture, umbrella stands, shoes and plant pots therefore cannot be placed in the stairwell, in the cellar hallways, in the drying loft or in other shared areas or in the building connections. Keep escape and rescue routes clear!

It is very important to note that we have fitted your flat with smoke alarms because smoke alarms can save lives. Ensure that the alarms are working properly using the tenant information you have been provided with. If you have lost the information, we will, of course, provide you with another copy.

Please note: If you are using a room that has not been fitted with a smoke alarm as a bedroom or children’s room, it will be necessary to install a smoke alarm here or move one to this room. In this case, please inform DOGEWO21 and the necessary work can be arranged free of charge.
- 3.2 Fire hazard.** Please do not store any combustible or flammable substances in your flat, on your balcony, in the cellar or in the loft.
- 3.3 Barbecuing on charcoal** on balconies is not permitted. You can use an electric grill instead. Ensure that your neighbours are not disturbed by the smoke and odours.
- 3.4 Smoking.** You must never smoke in the stairwell, cellar hallways and other shared areas.
- 3.5 Gas and water pipes.** Report any leaks or other defects to the responsible service company and please also inform us. Important points: If there is a gas leak, you must immediately close the main stopcock and open the windows.
- 3.6 Doors to the outside.** It should not be possible for unauthorised persons to get into the building. Therefore, external doors should always be closed.
- 3.7 Flower boxes** should be positioned on balconies in a manner which ensures that nobody is put at risk.
- 3.8 Transfer of the duty of care.** If you are travelling or away from home for multiple days, please ask someone you trust to check that everything is OK in your flat. Pass on our contact details for emergencies!
- 3.9 Water must flow!** This is the only way you can contribute to protecting the quality of the drinking water. Therefore, all water taps should be opened at least once a week, even if you are on holiday!

4 Passenger lifts

- 4.1 Use of the lifts** is subject to the following mandatory rules. Please comply with the "Use and safety instructions".
- 4.2 Please only transport bulky and heavy objects** in consultation with us.

5 Correct heating and ventilation

- 5.1 Important information** can be founded in the "Correct heating and ventilation" memo. The brochure was provided to you with your rental agreement and we can provide you with a copy at any time if you need one.
- 5.2 Shared spaces.** During the heating period, leave the windows in the cellar, loft and stairwell closed. Please only open them for quick ventilation. You should also regularly ventilate drying and laundry rooms.
- 5.3 Plumbing and heating systems** must not freeze in the winter. The responsibility for ensuring this lies with you as the tenant.
- 5.4 Storms are associated with hazards:** If there is a storm, heavy rain or significant snowfall, shut all your windows, as well as doors on your balcony and external doors.
- 5.5 Recommendation for climate protection:** Be mindful of how you use energy and only use the lights in the building when this is necessary. Please also avoid heating for long periods and leaving the windows slightly open during the cold season.

6 A clean home

- 6.1 Cleanliness is everyone's responsibility.** As a tenant, you work with the other tenants to ensure that the building and plot stay clean.
- 6.2 Household waste, hazardous waste, bulky waste.** Please separate your waste for recycling and use the respective household waste bins and containers for your waste. These containers can be locked so please ensure that they do get locked. And: Do not throw any waste away in toilets, sinks or washbasins. Hazardous waste and bulky waste must be disposed of in accordance with the waste regulations of the City of Dortmund. The City of Dortmund will provide you with information on this.
- 6.3 The stairwell** should be kept as clean as possible. Wet leaves, bottle fragments and broken rubbish bags are just some of the ways the stairwell might become messy. Please clean up any dirt you leave behind immediately.
- 6.4 Cleaning of shared areas.** The laundry room, drying room, stairwells and attic ... If they are not cleaned by a company, the residents of the building clean these areas regularly but at least once a week on their own schedule. If this does not work, we will create a mandatory cleaning schedule. If the building community is in agreement, a company may be commissioned with cleaning the building for a fee.
- 6.5 Leaving rubbish lying around incurs costs.** If the building residents fail to remove the rubbish or dirt they create, we have no choice but to commission a cleaning company. The person who creates the problem will have to bear the costs for this.

6.6 Balconies and windows. For your safety and because it doesn't look very nice: Please don't hang any textiles, rugs, shoes or other objects over the edge of the balcony or out of your window. Bulky waste cannot be stored on your balcony either. If you leave washing out to dry there, please only hang laundry out in the inner, rear area of the balcony. Please prioritise using the laundry rooms and drying rooms.

6.7 Clearing and gritting duty. During the cold season, the residents of the ground floor alternate being on snow clearing duty. This ensures clearing the snow and gritting if it is icy or slippery. This applies to shared areas such as the path from the building doors to the pavement, as well as along the front of the building and, if there is one, on the path leading to the bins. The local bylaws of the City of Dortmund apply. According to the bylaws, snow which falls between 7 am and 8 pm and ice which forms during this period should be removed without undue delay when the snowfall or ice formation ends. Snow which falls after 8 pm and ice which forms during this period should be removed by 7 am on the following day on workdays and by 9 am on Sundays and public holidays. If a special agreement applies to your building, please also observe the provisions of such agreement.

7 Cars, motorbikes, bicycles...

- 7.1 Bicycles** should be stored in your building's bicycle cellar.
- 7.2 Safety first:** Stick to walking pace when riding into car parks and garages.
- 7.3 Pavements, green spaces and courtyards** are not suitable storage spaces for motorised vehicles.
- 7.4 No car washing, no repairs.** Do not wash your car or your motorbike on the property; do not carry out oil changes or repairs there.

8 Pets

- 8.1 Dogs and cats.** Our approval is required to keep dogs and cats. Please comply with the regulations set out in the declaration of approval!
- 8.2 Any fouling should be removed promptly please** because any animal excrement poses a health risk. And: Sandpits and outdoor facilities are not toilets for dogs and cats.