

HOUSE RULES

DOHO MANAGEMENT runs **DOHO APARTMENTS** in the name of the owners of the premises at Kaisermühlenstraße 16 and aims to make your stay with us as pleasurable as possible. Therefore, we have created a home where you can concentrate on what is really important. A house master and our DOHO APARTMENTS team are always there to assist you. Should you have any questions or comments, you can always reach us at office@doho-apartments.at.

Our goal is to keep your life at **DOHO APARTMENTS** as simple as possible, therefore we wanted to restrict the house rules to those which are necessary. Please always keep in mind to be respectful regarding your neighbours so that you can all get along well within **DOHO APARTMENTS**. We have summarized this within the following house rules.

The regulations within these house rules apply to all people who live at **DOHO APARTMENTS** as well as their guests and **DOHO APARTMENTS** staff. The house rules are part of the General Terms and Conditions. Non-compliance will end in a termination of the contract. We are asking you to read these house rules carefully prior to your move in, so that there are no misunderstandings later on.

1. Move in

Within 48 hours after moving into **DOHO APARTMENTS**, we would like to ask you to check the inventory list that you received from us upon move in. Should any inventory be missing or broken, please note that accordingly on the list. After a thorough check, sign the inventory list and mail it to office@doho-apartments.at within 48 hours after you move in.

Should you have left a note on the inventory list, we will pay you a visit shortly to repair the broken inventory or replace a missing one. This procedure is important to respect, since we will check your room after you have moved out. Any new damage or missing items that you or one of your guests were responsible for will be accounted for and subtracted from your rent deposit.

At your move in you will also receive a signed "Meldebestätigung" from us. You are responsible for your registration and withdrawal at the registration office.

2. Terms of use

2.1. Your unit

- **Decoration**

Feel free to decorate your unit in your personal taste with posters, photos etc. Please note though, that the walls must not be damaged when hanging something on them. This means that you are not allowed to hammer nails in to the wall. Should your walls be damaged at your move out, we must charge you for your damages.

- **Electrical appliance**

Your kitchen is equipped with an oven, a dish washer, a stove and a fridge. To evade extraordinary electricity bills, you are not allowed to add any additional fridges or hotplates. Other small kitchen utilities are allowed. A/C systems or heaters are strictly forbidden.

- **Damages**

Any damages within your unit that are caused by your guest or yourself will be charged to you. Damages must be reported immediately to us (office@doho-apartments.at). You are not permitted to repair damages on your own.

For repairs and other technical situations our house technician can enter your apartment at any time. In emergencies, he may also enter your room without your presence.

- **Adaptations**

Your unit is already fully furnished/equipped; however you are allowed to add further furniture. You are not permitted to permanently add furniture to the wall, floor or other furniture or to paint the room on your own. Any unpermitted change to the unit will be undone on your cost.

- **Ventilation / Heating / Windows**

Please do not forget to open the window in your room to get fresh air in and to permit a healthy lifestyle for your neighbours and yourself. You must bear in mind to always close the windows and balcony doors before leaving your room. Any additional awning, roller shutter, venetian blind, windscreen, covering, antenna or satellite reception system are not allowed.

2.2. Common Room and Common Areas

At **DOHO APARTMENTS** we have a Laundry Room with laundry machines and dryers (fees applicable), common rooms as well as bike parking for all our **DOHO RESIDENTS** to use. Please use our machines and inventory with care. **DOHO MANAGEMENT** does not accept responsibility for any damages or theft of your laundry, your bike and other personal belongings.

2.3. Common Areas

The staircase, hallway, common rooms, entries to the storage rooms etc. must be kept free of any bikes, furniture or other personal belongings. These items can be stored in your storage room in the basement. Should any personal items be found within the above-mentioned places, they will be removed by **DOHO MANAGEMENT** at your charge. This is necessary as it might otherwise restrict the escape route which puts you at danger.

Staircases, hallways, garden and other common areas must be kept clean for all **DOHO RESIDENTS**. We therefore ask you to take care when using these common areas (elevator, refuse room, bike parking, Garden). Any dirtying, that exceed normal usage, and damages to the common area, the garden or the pavement are forbidden. Should there be any damages or dirtying, please let us know immediately (office@doho-apartments.at). The required repair or cleaning service will be charged to the causer. This permits us to offer a permanently high-quality environment.

Changes to the building by hanging posters, stickers, signs are strictly forbidden and will be undone at the cost of the causer. Please also restrain yourself from adding your personal art (Graffiti) from any walls. This will also be removed at the cost of the causer.

If you want to hang posters or other announcements at our info boards, you must get permission for that (office@doho-apartments.at). Putting writings up on your mailbox or the bell is only done by **DOHO MANAGEMENT**; you are not permitted to do so on your own.

2.4. Outdoor Areas

We have created a garden for our **DOHO RESIDENTS**, so that **DOHO APARTMENTS** offers a great living environment. We would like to ask you to be mindful when using the gardens or any inventory there. This means that plants must not be damaged, and that waste must be thrown into the waste bins. This applies especially to cigarettes; they must end up in the ashtrays. Smoking is only permitted in the smoking area.

2.5. Elevator

The elevator is made for transporting people and not for the transport of heavy goods. The elevator must not be damaged or dirtied. Please make sure that the elevator doors are closing after you have used the elevator. Furthermore, you should try to limit the time the elevator stays in one floor. You are otherwise restricting the usage for other **DOHO RESIDENTS**.

3. Cleaning

It is important to us that the common areas are kept clean. The building and the common areas are therefore cleaned on a regular basis by a cleaning service. Furthermore, you will find a set of bed linen, which is to be used accordingly and needs to be washed on a regular basis by you.

Please keep your unit and your outdoor area (balcony, terrace, or loggia) clean on your own account. Inventory and furniture must be used with care. Should your unit be too dirty for a routine cleaning service to get it cleaned again, we will get a special cleaning service to do so at your cost.

You are also responsible for cleaning the “fully equipped” equipment, that you might receive from us. We will not clean the dishes and towels for you.

When moving out, your unit is getting thoroughly cleaned so that the next resident will be able to move in to a clean and tidy unit, just like you did. For this, we deduct EUR 90.00 from your security deposit.

4. Disturbances

Please be aware that you do not live here on your own, but that other **DOHO RESIDENTS** live in the apartments above, below, and next to yours.

Being loud, singing or playing an instrument outside of your unit is forbidden.

On Sundays and public holidays for the entire day and on weekdays from 10pm to 6am any noise is to be refrained from.

In case you feel bothered by other **DOHO RESIDENT'S** noise, please let us know so immediately (office@doho-apartments.at). We will take care of your issue.

5. Danger

Your safety is of great importance to us. Therefore, we would like to ask you to restrict any danger to other **DOHO RESIDENTS**, passengers etc. by dust formation, spills, or any other sorts of spreading liquids, foul-smelling or dangerous substances.

6. Drugs

Drug possession, drug cultivation, drug sale, drug consumption and other illegal substances are strictly forbidden within **DOHO APARTMENTS**. A breach will result in an instant termination of your contract. Furthermore, you will be reported to the police.

7. Fire safety/ban of smoking

Due to the fire prevention regulations, we must forbid any open fire within **DOHO APARTMENTS**. This means that you are not permitted to light candles, to ensure the security of your neighbours and your own safety. In addition, smoking is strictly forbidden due to safety reasons and out of respect to your neighbours in all common areas (including the elevator) as well as your apartment.

Smoking, candles and other open flames as well as incorrect behaviour when cooking (burning your meal) might cause a false alarm (fire alarm without a direct danger). When this happens in your apartment due to your own or your guest's behaviour, we will charge the cost of the fire brigade response to you. You will also be responsible for the evacuation of the entire building.

Therefore, please do not have any highly inflammable possessions at **DOHO APARTMENTS**.

8. Garbage

Garbage and other waste belongs in the according dust bins. Toilets are not meant to be used for waste such as food, oil etc. Old furniture and other large garbage must not be placed in any dust bins or any other place within **DOHO APARTMENTS**. You must take your own waste to the refuse room – waste separation is a must at **DOHO APARTMENTS**. It is not permitted to throw out your waste that you produce in your apartment in any dustbins in the common areas.

9. Animals

You must not keep animals at **DOHO APARTMENTS**. Please respect that and leave all of your pets outside of **DOHO APARTMENTS**.

10. Windows and doors

The main entrance doors must be kept shut at all times.

To avoid weather-related damages, we would like to ask you to keep windows and doors shut within your unit and in other **DOHO APARTMENTS** areas at times of wind, rain, snow and frost.

11. Lock system

When moving in, each **DOHO RESIDENT** will receive the key to his or her unit and a key button to common **DOHO APARTMENTS** areas. The key button grants access to the common areas (main entrance, laundry room, bike parking, storage rooms. The loss of any key or key button must be communicated to us via mail (office@doho-apartments.at) immediately. The cost of the new key (button) and the replacement of the locking cylinder will be charged to you. This will be EUR 120.00 per key. When moving out every single key (button) that you received must be returned to us.

12. Sleepover

Our Apartments are authorized to be used by 2 people only. They are not to be used by additional people. Additional residents within your apartment may lead to an immediate termination of your contract.

13. Emergencies

We would like to reiterate how important safety is to us. We hope we can ensure this with our rules as much as possible. Should there be an emergency anyway, such as a fire, you should be prepared. Please make sure you know the building and the emergency exits close to your room as well as any fire extinguisher.

In addition, there will be emergency trainings on a regular basis. Please be part of them. It could be your own life that you might save by knowing your way around in an emergency.

In case of a building evacuation, please follow the marked emergency way (green arrows) to the exterior. As soon as you are safe, wait for further instructions and stay calm.

14. Environment

The environment and the planet we live on are important to us and we hope that you are also a clever person who knows that environmental protection is a necessity. We have built **DOHO APARTMENTS** in a way to burden the environment as little as possible. We would like to ask you additionally to use water, electricity etc. within reason. Please also separate your waste.

15. Charges

For every extraordinary cost (excluding your rent/ deposit) that **DOHO MANAGEMENT** must charge to you, for instance due to damages, key loss etc. we will have to charge you EUR 20.00 in addition for the administrative cost.

This version of the House Rules is to be followed with immediate effect and replaces any earlier editions. Adaptations, additions and important information will be passed on to you via mail or on our homepage www.doho-apartments.at.

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