

## GENERAL BUILDING RULES AND REGULATIONS FOR SATO BUILDINGS

*In addition to provisions laid down in acts of law, decrees and the lease agreement, specific Building Rules and Regulations have been adopted for SATO's buildings in order to ensure residential comfort. All residents must take the building's other residents into consideration in their behaviour and must not unnecessarily disturb other people's residential comfort. It is the obligation of each resident to familiarise themselves with these Rules and Regulations, comply with them and make sure their family members and guests also comply with them. These Rules and Regulations may be amended or building-specific rules and regulations may be adopted by the Residents' Meeting or Shareholders' Meeting. Any building-specific rules and regulations may not, however, be in conflict with provisions laid down in acts of law, decrees or lease agreements.*

### COMMUNAL AREAS

Exterior doors must be kept locked during the agreed hours, usually between 21:00 and 7:00. Those going through locked doors must make sure the doors are relocked behind them. There may not be noise in communal areas. Smoking and loitering is also forbidden in them. Communal areas must be kept tidy.

For reasons of fire safety, no items may be stored outside designated storage premises. It is not permitted to store any items, such as doormats, baby transport, bicycles, etc., in the corridors and staircases. Flammable substances must be stored in compliance with fire safety regulations.

Communal areas, such as outdoor equipment storage rooms and laundry and drying rooms, are only intended for residents' own use.

Signs and advertisements may only be posted if authorised by the housing company.

### APARTMENTS

Neighbours may not be disturbed in the apartments. Noise and any other disturbing activity must be avoided especially between 22:00 and 7:00. Any activity that continuously and unreasonably disturbs neighbours by causing noise, vibration, smell or other corresponding disturbance is not permitted in the apartments, on balconies or elsewhere in the property. Apartments must be looked after with care. Apartments may not be aired by opening the door to the staircase. Food or other waste that may block and/or damage pipes or drains may not be placed in the toilet or other drains.

### BALCONY

Residents must also keep their balconies tidy and remove snow from them in the winter. Barbecuing on a private balcony is only allowed if using an electric barbecue and taking fire safety and the neighbours into account. Plant containers must be placed inside the balcony railing. Items that disturb the environment must not be stored on balconies or other corresponding areas. Cigarette butts or other items must not be thrown out of balconies. Antennas, aerials, etc., may not be installed unless authorised by the housing company.

### SMOKING

Smoking is forbidden indoors in the apartments and in communal indoor areas shared by the residents, on shared balconies and in children's play areas. Cigarette butts must be placed in the designated containers.

In buildings with a no-smoking policy, smoking is also forbidden on apartment balconies and on outdoor grounds. In buildings with a no-smoking policy, smoking is only allowed in the smoking area if there is a separate designated smoking area on the property.

### OUTDOOR AREAS

Outdoor areas must be kept tidy. Plants, lawns, outdoor furniture or play equipment must not be damaged.

### WASTE MANAGEMENT

Household waste and other rubbish must be packed and placed in a waste container. Waste must also be sorted in compliance with relevant regulations. Residents must take care of the removal of waste other than household waste (such as old furniture) from the property. Any extra costs arising for the housing company from a violation of waste regulations will be invoiced to the resident who caused them. Such violations include leaving furniture or hazardous waste in the waste room/shelter,

causing untidiness in the waste room/shelter, vandalism and other inappropriate activity. Environmentally harmful waste must be taken to a reception point provided by the waste management authorities.

### PARKING

Vehicle parking requires authorisation by the housing company and is only permitted in specifically assigned and signposted parking spaces. Unnecessary vehicle access to building grounds is not permitted. If vehicle access to the grounds cannot be avoided in a special situation, speed must be kept particularly slow. Parking is not permitted in emergency access routes. Vehicles must not be left running idle unnecessarily. Visitor parking spaces are reserved for temporary use by residents' guests – not for continuous parking of residents' vehicles. Parking spaces may only be used for the parking of licenced motor vehicles. Loose power cords must not be left at car heater outlets.

### TEXTILES CARE

Rugs, bedding or other textiles may only be aired and dusted in designated areas. Clothing and household textiles may only be aired and dusted and small items of laundry may only be dried inside apartment balcony railings, in private apartment gardens and in designated areas.

### PETS

Pets must always be kept controlled on a leash while outside the apartment or private apartment garden. Pets may not cause disturbance to residents or those accessing the property on authorised business nor soil the building, grounds or common areas. Pets must not be allowed to leave waste on the property's grounds. Pets must not be left unattended or allowed on the grounds, children's play areas or in their immediate vicinity. Residents must make sure pet noise (such as dogs barking) does not continuously and unreasonably disturb neighbours.

### RESIDENTS' NOTIFICATION OBLIGATION

The building maintenance company or service manager/building manager must be notified immediately of any defects observed in the property or apartment, such as water leaks or pipe or wire damage. It is also hoped that residents inform the service manager/building manager in writing of any vandalism or violations of these Rules and Regulations observed. The service manager/building manager must be informed of any alteration or repair work on an apartment. Neighbours must be notified in advance of any work that may cause noise or other disturbance and efforts must be made to conduct such work on weekdays before 21:00.

### NOTIFICATIONS OF MOVE

For the purpose of maintaining customer and resident information, the lessor, the maintenance company and the Local Register Office must always be notified without delay of persons moving into or out of an apartment.

### VIOLATIONS OF THESE RULES AND REGULATIONS

A violation of these Rules and Regulations may result in liability to pay damages, apartment takeover or lease rescission. Criminal or other illegal activity, such as property offences, related to residence in the building may result in lease termination and possible liability to pay damages.