

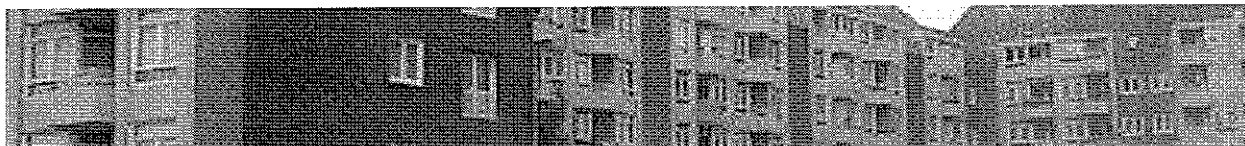


HOUSE RULES

for residents in

TAVASTEHUS

November 2007
- updated Nov. 2009
- updated Dec. 2011



EJENDOMSADMINISTRATIONEN 4-B A/S

1.

Residents are responsible for the internal maintenance of their own apartment. Tenants should refer to the detailed maintenance rules in their rental contract.

2.

If you wish to install a washing machine or dishwasher, you must collect a form from the property's caretaker, as drainage from the kitchen sink to the property's waste pipe is not equipped to withstand the large quantities of water from such appliances. The form contains the necessary instructions that must be followed, and must afterwards be signed by the authorised installer who performed the installation, and then be returned to the caretaker.

3.

Residents are obliged to keep the drain cock sealed and silent. As maintenance of any taps is the responsibility of the owner, any leaks or damage must be reported immediately to the caretaker – and in special circumstances to the administration.

Tenants must ensure that faults with or damage to the cisterns are reported immediately to the caretaker for repair to avoid unnecessary water waste.

4.

Please be considerate of your neighbours at night time and refrain from bathing between the hours of 23.00 and 6.00.

5.

To avoid blockage of waste pipes, please take care over what items are washed down the sink and toilet. Paper nappies, cotton wool, newspaper, tea leaves and coffee grains must never be disposed of in the toilet or down the kitchen sink. Cleaning of waste pipes and drains is both difficult and costly. Any leaks must be reported immediately to the caretaker or the property administration.

6.

For hygienic reasons all waste must be wrapped or placed in plastic bin bags before being disposed of down the rubbish chute. The hatch to the rubbish chute must always be closed. Bulky waste, china and metal objects should be placed in the collection room at the end of the block. Bottles, glass, magazines, newspapers, plastic and similar should be put in the designated containers. All this will ease rubbish collection significantly.

7.

Please be considerate of your neighbours when using audio/video/IT equipment and musical instruments. Please be especially considerate late in the evenings by turning down the volume so that other residents' peace and quiet is not disturbed. In special circumstances you must ensure that neighbours are made aware of any potential "noise" that may occur after 23.00.

8.

Any leisure equipment/objects that can cause disturbance should be placed on a mat to reduce noise as much as possible. The work with these as well as drills and other work tools may only take place between the hours of 09:00 and 19:00 on weekdays and 11:00 and 16:00 at weekends and public holidays, with appropriate consideration for other residents who should be warned in advance of any major building work. These are the rules according to the inhabitants and their employed.

9.

Please do not throw bread or similar out as bird feed, nor put out any food for cats, dogs or similar in any part of the property. This is, of course, to avoid rat and mouse infestation, attracting wild cats and pigeons. There are plenty of places to feed birds in the surrounding parks and nearby Damhussø.

10.

Window boxes are permitted internally on the balconies, but boxes must be hung responsibly with brackets made of solid materials.

Balconies are not to be used as storage for items that belong in an attic. This defaces the property's facade.

Do not dry clothes above the parapet. Setting up nets or similar on the balconies without the caretaker's approval is not permitted.

You may paint the balconies on the inside, incl. the front and the ceiling, with a paint equivalent to Dyrotex no. 200 (light grey colour). Any carpet on the balcony *must* be removed during the winter – i.e. 1 October to 31 March.

Barbecuing on the balcony is not permitted; please use the BBQ area in the garden grounds.

No satellite dish is permitted on the balcony or on the property's brick walls.

11.

Awnings on the balcony are permitted as long as PERMISSION from the caretaker has been received and instructions followed.

We will consider awnings such as the “Viking T3 drop arm awning, Width 170cm, 130 cm outage – although only 100cm outage for 6th floor – 30 degrees tilt and 20cm straight pelmet.”

The awning material must be of a very light acrylic such as “Viking material in colour code 314-851”.

Rules for the use of basement laundry facilities and dry room:

1.

Residents are requested to use the laundry facilities and dry room assigned to their part of the building. However, use of other available basement laundry facilities may be used during peak times. **PLEASE NOTE: There is no heating in the dry rooms during the summer.**

Each household is given a laundry key, which must be placed in the laundry rota board under the date you wish to do your laundry. The laundry key is only removed once the laundry and dry rooms have been used.

After use, the key to the laundry/dry room must be returned to the hook on the back of the laundry room/dry room door.

If a resident does not require their laundry key, they must *not* give it to another resident, who could then use the laundry room several times and block access to others who need to use it.

2.

Use of the laundry facilities is available between the hours of 08.00 to 20.00. *Tumble dryers may only be used in the same timeframe.*

3.

All laundry facility users are obliged to clean the machines and floor after use – **LEAVE THE ROOMS IN THE SAME STATE YOU WISH TO FIND THEM IN.**

4.

It is **STRICTLY FORBIDDEN** to leave the laundry and ironing room unlocked once you have started the machines.

EJENDOMSADMINISTRATIONEN 4-B A/S

Children and machines are a dangerous combination, and children under 16 must not be left in the laundry room alone.

5.

Always check the machines are working prior to use. Take special care that the door to the washing machine is completely shut.

Please inform the caretaker immediately if any of the machines are not working properly.

6.

Colouring of clothes in the washing machines is not permitted.

PLEASE NOTE that the laundry room is used at your own risk. Damage to clothes that have been ruined because of incorrect use of the machine or similar will NOT be replaced.

Misuse of the machines can lead to liability for damages.

Other general rules for a tidy environment:

1.

The bike store must only be used for bikes and mopeds, while motorbikes and other petrol-run vehicles cannot be stored here. Mopeds must *not* be started in the store. Bikes must be placed in the designated bike racks – and *not* up against property walls.

2.

Rug beating is not permitted from the balconies or on the stairwells out of consideration to other residents, but you can use the beating stands during all weekdays. You can also air dry your laundry on the drying racks. Shaking out duvets over the balconies is not permitted.

3.

Do not let your children play or sit on the stairs, in the basements, drying racks, main doors and other places where it could be dangerous or be of nuisance to other residents.

Children must not use the lifts unless accompanied by an adult, and residents are asked to respect the lift rules displayed.

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It is of course not permitted to draw or paint e.g. graffiti and tagging, on the property's wood and brickwork, or in any other way damage the property or its grounds. In case of damage or vandalism, the bill for repairs will be sent to the wrongdoer.

To avoid meaningless accidents, the use of or play with any type of weapons (such as a bow and arrow, air rifles, gallery rifles or similar) is **FORBIDDEN** in the property's shared and outdoor areas.

4.

Cars and motorbikes may only be parked in the designated and marked parking bays and must be parked so as not to block passing traffic.

To ensure child safety, residents are requested to drive with the utmost care – especially on Rådmand Steins Allé.

Parking is not permitted at the entrance in front of Roskildevej 120 and 122 as this is a fire exit. Loading and unloading for shorter periods of time is however permitted.

5.

Prams, bikes, mopeds, play equipment etc. must not be left in the hallways or on the stairs or in front of entrances, where they can be a nuisance to others including the cleaning staff. These items should instead be placed in their designated spaces and/or rooms.

6. -Pets

Pets are not allowed in the property without prior written agreement from the management/administrator. The management will allow the purchase of 1 cat or 1 smaller dog (measuring max. 30-35 cm from the shoulder down to the floor) on the condition that these are not of nuisance to the other residents of the property.

It is emphasized, however, that dogs belonging to the fighting dogs/dangerous dog group or any dogs crossed with these breeds are not permitted. A documented description of the dog (pedigree or similar) must be submitted as part of the pet application. The Danish Kennel Club will be contacted in the case of any doubts.

Dogs must not be walked on the lawns or walkways belonging to the property and must always be kept on a lead when on the property's shared areas. Please remove any excrement from the pavements should an accident occur.

7.

All access doors to and in the basement must be locked.

8.

Please refer to the owners' association's rules and regulations for bathroom renovations or similar, as well as the rent act's standard regulations.

Property management 4-B A/S

December 2011