

House rules for residential complexes of the Studentenwerk Potsdam

Living together in student accommodation requires mutual consideration in a variety of ways. Any disturbance and harassment of fellow occupants and neighbours must be avoided. Running costs for electricity, cold and hot water and heating constitute a significant part of your rent. It is therefore in the interest of all tenants to keep these costs low. Excessive consumption will necessarily cause general running costs to increase, which in turn can lead to general costs to increase and therefore to an increase in the overall rent.

Accepting the house rules

The tenant acknowledges the house rules as binding. A violation of the house rules constitutes use of the rented property contrary to the terms of the contract. In serious cases, usually following unsuccessful warning, the landlord has the right to terminate the contract without complying with the notice period. The tenant is liable to pay compensation for all damages arising as a result of the tenant violating or not complying with the house rules and failure to comply with reporting duties. The landlord reserves the right to change or amend the house rules as changes in circumstances make this necessary.

Specifically, the following rules must be observed by the tenants:

1. All disturbances must be avoided. Between 1 and 3 pm and between 10 pm and 6 am tenants must refrain from making any kind of noise and must be very quiet. This in particular includes the use of musical instruments, music systems, loudspeakers or televisions louder than normal listening level as well as slamming doors and noise in the communal areas.
2. The rented rooms and communal areas and the furnishings must be treated with care. Rooms, hallways and stairs must be kept clean. Tenants must regularly clean their rooms/apartments. The same applies to the use of the communal kitchens and bathrooms, which have to be cleaned (worktop, stove, shower walls etc.) immediately after use. Any fridges provided must also be cleaned regularly and defrosted when necessary. Any rubbish must be placed in the containers/bins provided. Nothing may be thrown or poured out of the windows or from the balconies. Tenants must dispose of bulky waste themselves or the local bulky waste removal service must be instructed to do so.

3. In shared accommodation, the tenants must ensure that the communal areas are cleaned regularly. All tenants are equally responsible and may be liable for damages in the event of non-compliance. If the communal areas are very dirty, the landlord, following prior request to carry out the cleaning, may instruct an external company to clean the premises and this will be charged to all tenants. This does not require prior warning.
4. All rented rooms and communal areas have to be adequately ventilated and heated. The heating must not be used wastefully. The tenant's absence does not mean he/she does not have to take adequate frost protection measures.
5. Drains must not be blocked with unsuitable items. Any damage repairs will be charged to the person who blocked the drain.
6. The landlord must be notified of any vermin or pests immediately. When necessary, suitable measures must be taken immediately to prevent them from spreading.
7. Smoking is prohibited in all communal areas, hallways and basement areas.
8. Business activities may not be carried out in the residential complex, especially the selling of goods etc.
9. Pets and animals are not allowed. This does not include small animals such as birds, hamsters, ornamental fish and similar animals kept in appropriate cages.
10. The landlord must be notified of any defects immediately. Any damage to the rented property that is the fault of the tenant will be charged to the tenant. This also applies to damaged walls as a result of hanging up shelves, wall decorations etc. using screws, nails etc. The furniture provided, as well as doors and sanitary facilities may not be changed by sticking items onto them or using drawing pins etc.
11. Posters and other items may only be hung up in the residential complex in the designated places (display cabinets etc.).
12. External aerials, satellite dishes, banners and flags may not be attached to the outer façades or the windows. Flower boxes and other items are not permitted except outside the window (and on the balcony parapet).
13. Tenants may not privately operate wire-based or wireless data networks.
14. Tenants may not connect their own heating and refrigeration devices in the rooms. Electrical cables and connections may not be modified or extended.
15. Washing machines, tumble dryers and dishwashers may not be operated in the rooms/apartments or in the communal areas. The washing machine and tumble dryer rooms provided must be used. Drying laundry is not permitted in the living spaces and communal rooms (in shared accommodation).

16. The furnishings provided may not be removed from the residential complex.
17. For reasons of security, the outer doors of the residential buildings must be locked between 10 pm and 6 am.
18. It is advisable to lock your room door when you leave your room. Duplicate keys are provided for very important reasons only. They must be applied for in writing with the landlord. The tenant may not use additional safety locks or replace the lock cylinder. Tenants must close windows and turn off electrical devices during their absence and in bad weather. Tenants must also ensure that all fittings (taps) are turned off.
19. The tenant agrees to notify the landlord immediately in writing if the key provided has been lost, including stating the reason for the loss of the key. Depending on security and who is culpable, the landlord reserves the right to either provide a replacement key or to replace the lock cylinder. The resulting costs are borne by the tenant.
20. When the tenant moves in, he/she must familiarise himself/herself with the house-specific fire and emergency alarm facilities.
21. Intentional misuse of the alarm, smoke detection and fire alarm system results in the early termination of the tenancy without prior warning! Doors that mark fire sections in the corridors lock automatically in the event of an emergency. The doors in the staircases must always be closed to ensure that the ventilation system works in the event of a fire. Please consult the escape and rescue plans on the floors regarding what to do in the event of an alarm.
22. If the alarm sounds, assume that you are dealing with a genuine fire alarm. Leave the building as quickly as possible. Use the stairs, never the lifts (if there are any)! Meet at the designated meeting place outside the building.
23. Triggering the fire alarm system does not automatically alert the fire brigade. In the event of a fire, the person who has detected the fire or the closest possible person must call 112. For details, please consult the fire safety rules, which all tenants have been provided with.
24. For reasons of safety, easily flammable substances may not be stored in the residential or communal areas.
25. Open flames are strictly prohibited in the residential complexes of the Student Services Potsdam!
26. Barbecuing is permitted only in compliance with the fire protection regulations, wildfire risk level 1 and 2, and only outdoors as discussed with the caretaker. Barbecuing is not permitted on the buildings' balconies, platforms, landings and similar areas!

27. Use the designated rooms and car parks to park bicycles and motor vehicles. They may not be parked in other areas of the residential complex (especially not in the living spaces).
28. Staircases and corridors are escape routes and must be kept free at all times. Any objects left in these areas illegally will be removed without notifying the tenant and the resulting costs will be charged to the tenant.
29. The use of lifts, washing machine and tumble dryer rooms is subject to special rules, which must always be observed.
30. Unauthorised permanent changes to the rented and communal areas and the furnishings are prohibited. At the end of the contract or when the tenant moves out, the rooms must be returned to their original conditions.
31. Tenants are responsible for paying for or getting an exemption for the radio license fee.
32. Under the reporting act (Meldegesetz), tenants are obligated to notify the relevant registration authorities within two weeks of moving in or out. The landlord makes available the necessary home-ownership certificate when tenants move in and out.


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