



MILESTONE[®]

HOUSE RULES

Valid from February 1st, 2014

1. General

These house rules are designed to make cohabitation as trouble-free and pleasant as possible for all MILESTONE residents.

We do not wish to overburden your life at MILESTONE with rules and regulations. Wherever people live together, though, mutual consideration and understanding coupled with the observance of rights and obligations are the best preconditions for easy coexistence.

2. Scope

The provisions of the house rules apply to all MILESTONE residents as well as visitors and MILESTONE staff and comprise an integral part of the rental contract. Failure to comply with the house rules may lead to the termination of your contract. This is an undesirable outcome on both sides, so we ask you to read this document.

3. Check in

We require you to complete the detailed inventory within 48 hours of moving in. Please check the apartment carefully. You need to confirm that no items are missing and that nothing is damaged; if this is not the case, please specify the missing or damaged items on the inventory and submit the form to the MILESTONE office within 48 hours. This procedure is important because we will check the apartment when you move out, with any undeclared damage or missing items charged to you or deducted from your security deposit.

4. If you go on your travels

If you will be away from MILESTONE for an extended period, please let us know so that we are not concerned for your safety.

5. Use of the apartment

Within your own four walls, you may do as you please. However, please observe a couple of rules concerning the use of your apartment:

a. Decoration

You may bring posters and photos to your new apartment, but be sure to put these up without damaging the walls, ideally using the magnetic strips provided. In this way we will not need to charge you for any damage to the walls or furniture when you move out.

b. Candles

We know that candles create a cosy atmosphere, but open flames in the apartment are prohibited. Although we've got nothing against romance, fire regulations prevent us from allowing the use of candles.

c. Kitchen

The kitchen in your apartment is equipped with a microwave, a two-ring hob and a fridge. To avoid excessive electricity bills, we do not allow extra kitchen appliances to be installed (e.g. a second fridge or hotplate).

d. Damage

You will be charged for damage to the apartment caused by yourself or your guests. All damage must be reported to the management in writing (by email) without delay. Do not attempt to carry out repairs under any circumstances!

e. Modifications

Your apartment has plenty of ingenious storage space. You are free to bring smaller items of furniture into the apartment. However, please do not paint the walls or attach new fixtures to the walls, floor or other furnishings. If you're not sure whether your favourite piece of furniture is allowed, just ask us. You will be charged for the removal of any unauthorised modifications to the apartment when you move out.

f. Ventilation/heating/windows

The apartment must be sufficiently ventilated, but don't forget to close the windows when you leave the apartment. You may not install awnings, shutters, external blinds, wind barriers, trellises, paneling or TV/satellite receivers.

6. Cleaning of the building/apartments

We believe it is important to keep communal and public areas clean for our residents. For this reason, the building and the communal areas are cleaned daily by a cleaning firm. In return, we ask you to keep your apartment sufficiently ventilated, and to keep the apartment and the terrace clean and tidy. All fixtures and fittings must be treated with care. Your apartment will be cleaned once a month; this includes the bathroom and floors, but not tableware, bed linen, etc. You must give cleaners access to your apartment at these times. In the event that your apartment is heavily soiled and the monthly clean is not enough to restore it to a clean condition, you will be charged for special cleaning.

7. Noise/hazards

You are free to play music and watch TV – but please show consideration to your neighbours, who may be studying or sleeping, by keeping the noise level down. Disruptive or otherwise unreasonable behaviour towards fellow residents will not be tolerated. In particular, you must not create noise, sing or play music outside of your apartment.

On weekdays from 10:00pm to 6:00am and all day on Sundays and bank holidays, noise must be kept to a minimum to avoid disturbing other residents.

Safety is paramount to us. For this reason, you must not endanger or inconvenience fellow residents, passers-by etc. by generating dust or by spilling, pouring out or otherwise releasing liquids, foul-smelling/harmful substances and so on.

8. Use of the public areas

You may not install or store movable objects of any kind outside your apartment. In the interests of all MILESTONE residents, staircases, corridors, courtyards, green spaces and other public areas (bicycle parking areas, roof terrace and so on) must be kept clean. Where a public space is made dirty or untidy to an unreasonable degree, the person responsible will be required to return it to a clean condition. All damage is repaired at the expense of the person causing the damage; if the person responsible cannot be identified, the cost will be covered by the general charge for damages paid by all MILESTONE residents. The building may not be modified by affixing signs, posters or self-adhesive notices; these will be removed at the expense of the person affixing them.

Public areas, grounds and walkways must not be damaged or soiled; the person responsible will be charged for the necessary repairs and/or cleaning.

Shared facilities on the site (the lift, waste disposal area, bicycle parking spaces, roof terrace and garden) must be treated with the appropriate care. Any damage must be reported to the management without delay.

9. Use of communal rooms and facilities

MILESTONE residents may use the ground floor washing lounge, which contains washing machines and dryers, for a fee. They may also use the gymnasium (with fitness equipment), learning rooms (with seating areas) and the covered outdoor bicycle parking area. All equipment and facilities must be used with the greatest of care.

When using the communal facilities, please note that MILESTONE accepts no liability for damaged, lost or stolen washing, bicycles or other personal effects.

Only MILESTONE staff may letter the post boxes and intercom system.

10. Drugs

The possession, cultivation, sale and consumption of drugs is strictly forbidden at MILESTONE. Any violation of this rule constitutes grounds for terminating the rental contract; cases of drug misuse will also be reported to the police.

11. Partys

We realise that partys are a big part of life for those who stay at MILESTONE. We are therefore happy to provide our residents with a suitable party room. If you organise a party, you are also responsible for making sure the house rules are observed. In particular, please make sure of the following:

- Only people you know are invited.
- Alcohol is used in moderation.
- Noise is not excessive.

You will be responsible for the behaviour of your guests. Please consider the well-being of fellow residents at all times.

12. Fire prevention/smoking ban

To avoid blocking escape routes, no items of furniture, bicycles or other objects may be placed on staircases or in corridors, communal rooms, cellar access areas and so on. In the interests of fire prevention, no easily inflammable objects may be kept in the building. All objects placed on staircases, in corridors, communal rooms etc. will be disposed by MILESTONE on your expenses.

As with the apartments, open flames and smoking are prohibited in all interior public areas of the building (including lifts); this is to prevent fires and to show consideration to non-smokers.

If there is a false fire alarm in your apartment you will be liable for all costs related to it, e.g. fire brigade.

13. Rubbish and waste

Household rubbish and other waste must be placed in the containers provided. No waste items whatsoever (e.g. leftover food or waste oil) may be placed in the toilets; similarly, bulky waste, junk, etc. must not be disposed of in dustbins or anywhere else on the premises or grounds. Separating waste to the different bins is a matter of course for a Milestoner.

14. Pets

No pets of any kind may be kept (including fish). It's not that we don't like animals – quite the opposite! However even the cutest little creatures produce droppings and noise and trigger allergies in some people.

15. Windows and doors

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

To prevent weather-related damage, please ensure doors and windows are closed in windy, rainy, snowy and frosty conditions, both inside your apartment and in other parts of the building.

16. The lift

The passenger lift may only be used to carry people and certain payloads; it may not be used to transport bulky objects. The lift must not be damaged or soiled; therefore, please ensure the lift doors are closed after use. The lift should only remain on any particular floor for the length of time required for its use.

17. Grounds

We provide a garden for the use of MILESTONE residents. Please do not damage the plants. Any waste in the grounds must be placed in the dustbins; in particular, cigarette ends must be disposed of in the ashtrays provided.

It is not allowed to dispose trash from your room to any of the public bins.

18. Locking system

MILESTONE residents are given the relevant keys and a chipcard when moving into their accommodation. The loss of keys or chipcards must be reported to the management in writing (by email);

MILESTONE residents must meet the costs of procuring and fitting new locks. All keys and the chip-card must be returned upon moving out.

19. Overnight guests

We understand that sometimes you'd rather not spend the night alone. Unfortunately, however, the apartments we provide are all designed as single units and approved as such by the building authorities.

If you exceptionally want to host a guest you must make report by e-mail to the Resident Manager in advance. The General Manager can allow guests at his discretion. Unreported overnight guests can lead to cancellation of your contract.

20. Emergencies

Safety is of paramount importance. While we trust that emergencies will not arise, we believe you can't be too careful when it comes to preventing fires, for instance. We therefore ask you to familiarise yourself with the layout of the building and the fire escape routes; note the position of emergency staircases and fire extinguishers near your apartment, and read the safety information in the Welcome Package carefully. Regular fire drills will be carried out; please participate in these as you could be saving your own life.

In the event of the building being evacuated, proceed immediately to the assembly point (**forecourt between MILESTONE building and Motel One**) and await further instructions. Keep calm at all times.

21. Environmental awareness

We are serious about conserving resources; the building has a number of construction features designed to minimise our impact on the environment. We therefore ask you to consume electricity, heating and water responsibly.

22. Fees

If you violate any of the rules in your contract or this house rules fees will apply. The amount of those fees is published in the contract and/or the board of our community section (www.milestone.net).

Any bill that MILESTONE has to issue except the regular payments (rent, deposit...) will be added a 20 € handling fee.

23. Miscellaneous

MILESTONE residents are personally responsible for registering with the local police authorities on arrival and serving notice of departure. A copy of those documents must be provided to the MILESTONE Office.

All residents agree to observe the house rules to the letter in their mutual interest. Please contact the management regarding matters of general relevance to MILESTONE.

24. Additional rules in community areas

In some community areas additional rules will apply (washing lounge, gym, party room, learning lounges,...). Those rules are announced by notice in the area and/or at the board of the community section of the homepage www.milestone.net

If you use the community areas you are accepting those rules automatically and have to follow them (e.g. gym regulations when using the gym).

25. Updates and Validity

This house rules are updated regularly. A new issue automatically invalidates all prior issues of this document.

Please make sure you have read the actual issue because you are expected to keep the rules stated.

Add-ons, changes and notes will be announced on the digital black board in the lobby and/or the board of the community section of the homepage www.milestone.net

All announcements on the digital black board and on the board of our community section of the homepage must be read within one week.