

Your housing co-operative in Cottbus since 1902

House rules and fire safety regulations

These house rules govern communal living in a cooperative residential building. You will only feel comfortable in your flat if all residents show consideration for each other and respect each other's individual spaces.

As a resident, you should treat the building and its facilities as your personal property. Therefore, the following two principles must be recognised by all residents:

- 1. Respect and consideration for all fellow residents**
- 2. Preservation and maintenance of the cooperative property**

The following house rules are a legally binding part of the tenancy agreement.

I. Protection from noise

- Noise pollution is an unnecessary nuisance and is therefore prohibited during the quiet hours from 1:00 pm to 3:00 pm and from 10:00 pm to 7:00 am. Televisions, radios and other audio devices must always be set to room volume; their use outdoors (on balconies, loggias, etc.) must not disturb other residents. Noise pollution is to be avoided on Sundays and public holidays.
- Works such as hammering, drilling and similar noisy activities may only be carried out between 8:00 am and 12:00 noon and between 3:00 pm and 7:00 pm. Such work is prohibited on Sundays and public holidays. Reconstruction and modernisation measures, as well as emergency repairs, are exempt from this regulation.
- Children should play in playgrounds whenever possible and should be encouraged to show consideration for neighbouring residents and not damage any vegetation. Noise-producing games and sports, such as soccer, are not permitted in open spaces directly adjacent to buildings, in stairwells and adjoining rooms. However, residents should also show tolerance and understanding towards children.
- Neighbours must be notified in good time by means of a notice if festivities, as an exception and for a special occasion, extend beyond 10:00 pm.

II. Safety and fire protection

- Anyone who notices a fire, an accident or other events that endanger people, animals or significant material assets is obliged to alert emergency services immediately.

Emergency call numbers

Fire brigade: 112

Police: 110

In the event of a fire, using elevators is prohibited as this poses a risk to life. If the stairwell is filled with smoke, apartment doors must be closed. Do not leave the apartment. If possible, stay on the balcony, the loggia or at an open window and make yourself noticed. The instructions of the fire brigade must be followed at all times.

If there is a fire in your apartment and you are able to leave, try to close the apartment door behind you without endangering yourself so that the fire does not spread to the stairwell.

2. To protect residents, front doors, fire doors, hallway doors and basement passageways must generally be kept closed. To ensure building access for emergency and rescue services, entrance doors must not be locked. Permanently keeping fire doors open by wedging or tying them open is not permitted.
3. Building entrances, staircases and hallways only fulfil their purpose as escape routes if they are kept clear. They must therefore not be blocked by parked vehicles, bicycles, motorbikes, pushchairs, walking frames, furniture or other objects. It is strictly prohibited to place tenants' belongings (cupboards, shoes, shelves) in the stairwell. Use a flat, non-slip doormat to avoid trip hazards. Please only park bicycles and pushchairs in the designated areas of the building.
4. Fire department parking areas and access routes must be kept clear at all times. If you notice any permanent infringements, please report this to eG Wohnen.
5. The storage of flammable, highly flammable, odor-causing substances and liquid gas cylinders in cellars, hallways, stairwells, attics and common rooms is not permitted.
6. No items may be permanently stored in the common rooms. Temporary storage of furniture etc. in the common rooms is only permitted for short periods (up to one week). eG Wohnen must be notified in advance.
7. Explosives may not be brought into buildings or onto property grounds.
8. In the event of leaks or other defects in the gas or water pipes, the out-of-hours maintenance service and eG Wohnen must be notified immediately. If the smell of gas is detected, all residents must be alerted immediately by calling out. Electric bells or switches must not be operated! At the same time, all appliances and equipment that could trigger an ignition must be switched off. The fire brigade must be notified.
9. All shut-off devices for electrical, hot/cold water, gas and heating systems including those in tenant cellars must not be adjusted and must be easily accessible at all times. It is prohibited to remove any labelling affixed to the shut-off devices.
10. Chimney cleaning valves must be kept closed at all times; chimneys must not be damaged.
11. If the hallway and stairwell lighting fails, eG Wohnen or the out-of-hours maintenance service must be informed immediately.
12. Barbecuing with solid or liquid fuels is not permitted on balconies, loggias and areas directly adjacent to buildings.
13. Facilities and equipment used to prevent, report, fight fires, to prevent the spread of fire and to ensure evacuation, including their labelling, must not be damaged, removed without authorisation or impaired in their function.
14. When smoking or handling ignition devices, open fires, heating devices or lights, it must be ensured that flammable materials cannot be ignited by flames, heat transfer, or embers. Smoking is not permitted in communal areas, hallways, stairwells, elevators, attics, and cellars. Throwing ash and cigarette butts off balconies and loggias is prohibited.
15. Fireplaces for solid, liquid or gaseous fuels may only be installed and operated with the consent of eG Wohnen, the district chimney sweep and the utility provider for the respective energy supply. The manufacturer's instructions, operating manuals and generally recognised rules of technology apply to their operation.
16. Electrical systems and devices may only be operated if they are in perfect technical condition. The manufacturer's instructions must be observed. Portable electrical heating appliances intended for short-term use must be kept under constant supervision during operation. Dangerous heat transfer to flammable materials must be prevented. Modifications and/or additional installations to electrical systems require the written consent of the landlord and may only be carried out by authorised specialist companies.
17. Flower boxes must be installed properly and securely. When watering flowers on balconies and windowsills make sure that the water does not run down the wall of the house or drip onto other people's balconies.

18. The apartment must be treated with care and sufficiently heated and ventilated. Ventilation must also take place during the cold season by opening windows wide (short bursts of ventilation). The apartment must not be ventilated towards the stairwell. Radiators must not be obstructed by furniture, boxes etc. and the paths to the windows must remain freely accessible.
19. If the outside temperature drops below freezing, all measures must be taken to prevent the sanitary system from freezing.
20. When outside temperatures are below freezing, cellar, attic and stairwell windows must be kept closed.
21. Drying laundry in the apartment is only permitted to the extent that it is compatible with the careful treatment of the apartment (mold formation).
22. Dogs are not allowed to be walked or run on the lawn and playgrounds.
23. Cooperative property must be treated with care to avoid unnecessary costs. Everyone must help prevent damage inside and outside the apartment. Any damage must be reported immediately.
24. Balconies and loggias must be kept free of snow and must not be subjected to unusual loads or blocked with tenants' property.
25. eG Wohnen does not guarantee that the basement rooms of the residential property will be completely dry at all times.

III. Cleaning

1. The buildings and grounds of eG Wohnen must be kept clean. Anyone who causes soiling must remove it immediately.
2. eG Wohnen reserves the right to contractually assign the cleaning and maintenance of the building and its facilities or partial services to a company.
3. The following rules apply to self-cleaning: the stairwell (stairs, banisters, letterboxes, meter cupboards, doors, windows, etc.), the building entrance, cellar vestibules, cellar corridors, floors, etc., must be cleaned at least once a week by the residents. Likewise, all residents must clean and maintain the entrance paths, footpaths in front of the building, and the lawn between the building and the footpath. In the event of snowfall and icy conditions, tenants are obliged to clear and grit the paths (daily in front of each property by 7:00 am and several times until 10:00 pm if necessary). Cleaning must be carried out by all residents one after the other in accordance with the schedule set out in the cleaning plan. If for any reason residents are not personally able to carry out works specified in the house rules, they are obliged to arrange for another person or company to do so.
4. Common rooms, laundry rooms, drying rooms etc. must be cleaned after use.
5. Waste and rubbish may only be collected in the rubbish bins provided for this purpose. The waste disposal facilities are intended for general household waste. Make sure you separate your rubbish properly. Glass jars and bottles, paper, cardboard and plastics must be disposed of in the publicly available containers. Toilets and sinks are not intended for the disposal of household and kitchen waste, paper diapers etc. It is not permitted to place rubbish bags, cardboard boxes and bulky items next to the rubbish containers, on the property grounds, and/or in front of the building. Bulky waste must be disposed of by the residents themselves. For this purpose, you should use the bulky waste registration option and make an appointment with the waste disposal company. Bulky waste may be put out no earlier than the evening before collection.
6. It is prohibited to shake out carpets, mattresses, blankets, laundry or similar objects from windows and balconies, in stairwells and hallways.
7. Vehicles may not be washed, serviced (oil changes) or repaired within the residential complex. Vehicles may only be driven and parked in designated areas.
8. Feeding animals (especially pigeons and stray cats) causes heavy soiling and leftover food attracts rats. Feeding is prohibited.

IV. Pets

1. Keeping dogs and poisonous animals in apartments requires the written authorisation of eG Wohnen. Animals must be kept in such a way that damage to the apartment and nuisance to other residents (odours and noise) is prevented. Dogs must be kept on a leash when entering stairwells and on property grounds of eG Wohnen.

V. Structural changes

1. All structural changes to the apartments, balconies, cellars, attics and outdoor areas may only be made with the written authorisation of eG Wohnen. When installing sun protection (blinds, curtains, awnings etc.), care must be taken to ensure that the fabric of the building is not damaged. The installation of satellite dishes, radio and photovoltaic systems also requires the written permission of eG Wohnen.

VI. Elevators

1. The technical operating elements of the elevators are only to be used as intended.
2. The elevators must not be soiled.
3. The elevators may only be used within the limits of the specified technical performance parameters.
4. Misuse of the elevator system is not permitted.
5. Damage to the elevator systems must be reported immediately to eG Wohnen or the out-of-hours maintenance service.

VII. Miscellaneous and violations

It should be noted that municipal legal regulations (city statutes etc.) and statutory provisions (e.g. neighborhood law) also apply to communal living in a residential complex.

eG Wohnen reserves the right to make changes to the house rules that are absolutely necessary for proper administration and/or peaceful coexistence.

In the event of violations of these house rules, eG Wohnen reserves the right to take appropriate measures in accordance with tenancy law.

Important telephone numbers:

- eG Wohnen: +49 (0)355 7528-0
- Out-of-hours maintenance service: +49 (0)180 2757575
- Medical on-call service: 116117
- Police emergency call: 110
- Police station: +49 (0)355 49371224
- Fire brigade emergency call: 112
- Bulky waste registration: +49 (0)355 7508700 (ALBA Cottbus GmbH)

Cottbus, 26.01.2026

eG Wohnen 1902