



## / Internal Regulations

Completing the general and specific conditions of the lease.

### **Article 1: General provisions**

**Article 1.1:** This provision is made for the benefit of tenants, customers, their dependants and beneficiaries, all occupants in whatever capacity and, where appropriate, their visitors.

**Article 1.2:** These provisions issued in the common interest have as their essential objective the proper management of the building and the common parts. Tenants are therefore informed of the rules to be respected in terms of tranquillity, hygiene, security and good neighbourliness, which are binding for both the common parts and the private areas.

**Article 1.3:** The legal, regulatory and contractual provisions bind all customers to make peaceful and normal use of the items rented (accommodation, annexes and common parts).

**Article 2.1: Access to and use of these spaces and premises is exclusively reserved for guests staying in the residence.**

### **Article 2.2: Outdoor traffic and parking spaces**

Light and other motor vehicles may only park in the designated spaces, while respecting safety regulations (fire hydrant, fire department access, etc.) required by legislation and parking signs. Driving and parking of vehicles - whatever type they may be - is strictly prohibited on lawns and play areas. It is forbidden to use a parking space as a mechanical workshop or storage place. Places reserved for handicapped users must be respected. The parking of trailers, heavy goods vehicles, boats or vehicles which are out of service is prohibited. The parking of commercial vehicles (vehicles designed and arranged to transport goods and/or persons) will only be possible with the express authorisation of CITY RESIDENCE.

Vehicles which are parked for a long time, are a nuisance or are dangerous will be removed after CITY RESIDENCE has issued a formal notice with the costs incurred to be paid by the offender. The movement of motorised land vehicles, such as mini-motorbikes, quad bikes or similar is strictly forbidden within the CITY RESIDENCE premises (roads, car parks, pavements, green spaces, etc.), as they cause significant noise nuisance and pose dangers to people.

### **Article 2.3: Green spaces, play areas**

The outdoor spaces used for the community's use must be respected and kept in a perfect state of hygiene and cleanliness. For example, it is strictly forbidden to let animals enter playgrounds designed for children. Where there is an age restriction for the use of certain games, the parents must respect the conditions of use and the children must be accompanied and supervised. Animals must not wander in the green spaces but must be kept on a lead. The games and common facilities installed in the play areas must be taken care of and not be used for other activities than their intended purpose. Any person causing damage will be prosecuted and will have to pay

for it. If the person at fault is a minor, the parents will have to bear the cost of the damage suffered by CITY RESIDENCE

#### **Article 2.4: Access and movement in the buildings**

These provisions concern all common parts, in particular the entrances or halls of buildings, vestibules, passageways, lifts, staircases, landing areas and corridors, and more especially service corridors and cellars which must never be cluttered by any kind of object, such as bulky and dirty bicycles, prams or buggies, children's toys or trolleys.

Any interference with the free movement of tenants, in particular by leaving items or having meetings in halls, stairwells, escape routes, staircases and cellar corridors, is prohibited and constitutes a punishable offense with criminal sanctions under the Law of 18 March 2003 concerning internal security. Tenants, their dependants and beneficiaries, who facilitate or allow intrusion and meetings in the common parts of the building, are subject to civil penalties which may result in the judicial termination of the lease. Children must not play in the entrances and the immediate surroundings of them and, in general, in any of the common passageways. Access to the buildings is strictly reserved for tenants and their visitors, who are under the responsibility of the said tenants. The tenants will ensure that the access doors are permanently closed. Access to the buildings is strictly forbidden to persons outside the residence, in particular door-to-door salesmen, hawkers etc.

#### **Article 2.5: Lifts (elevators)**

When the building is equipped with a lift (elevator), the user must closely monitor that it is kept in good working order and cleanliness. Technical operations - whether maintenance, emergency or repairs - are reserved exclusively for persons authorised by the existing safety regulations. Any violation of these rules will be subject to sanctions provided for by the regulations in force. If the lift is used during house moving, it must be protected from any overloading, damage or other incidents. The use of the elevator as a urinal or play equipment is strictly forbidden. Unaccompanied children under 12 years of age must not enter the lift. It is also formally prohibited to impede the operation of the lift for any reason whatsoever.

#### **Article 2.6: Information – Display boards**

Other than the information or display boards reserved for CITY RESIDENCE and the tenants' associations, it is forbidden to affix or display any document whatsoever in the common areas or on the walls of the buildings without the agreement of the site manager.

**Article 2.7 : Collective facilities (storage of bikes, buggies and household rubbish)**

Tenants are reminded that household refuse put into closed bags (except in the case of glass), must be deposited in the containers or spaces reserved for this purpose, in compliance with the regulations (sorting of waste). In order to dispose of bulky items, tenants must contact the building's caretaker to be informed of the procedures relating to disposal of the item (place, schedule etc.).

The premises referred to in this Article may not be used for any other purpose.

**Article 2.8: Management of common parts and safety**

In order to comply with all conditions established in the interests of safety, hygiene and proper management of the building, smoking, drinking or eating in common parts and areas, including the lift, is prohibited. Similarly, tenants are prohibited from throwing cigarette butts into rubbish storage areas, and also into garbage chutes in apartments or landings. Fire safety alarms or fire-prevention devices and rules must be respected. Access to maintenance and service rooms and roofs is strictly prohibited unless with the express agreement of CITY RESIDENCE and, if necessary, accompanied by the site manager. It is forbidden to make any unauthorised connection to water, electricity or gas installations. Any offending tenant will be subject to criminal and civil proceedings, including the termination of the lease.

**Article 3.1: Quiet enjoyment**

In accordance with article 1728 of the Civil Code and the conditions of the lease, the tenant must occupy his accommodation and its annexes peacefully. Thus, the tenant whose actions or behaviour are sources of inconvenience to neighbours may be sued before civil or "repressive" jurisdictions. Each tenant is personally liable for his actions, those of the people living in the rented premises and all persons whom he lets into the building.

**Article 3.2: Safety - heating - Ventilation**

Tenants are forbidden from carrying out any action that may endanger the safety of property and persons. They must not store hazardous products such as bottles of butane gas or propane gas. Use of barbecues inside the accommodation or on balconies is prohibited. Tenants are required to clean regularly mechanical and natural ventilation openings and grilles, which must not be obstructed in any way. The accommodation should be regularly aired and normally heated. Tenants must not use portable supplementary heaters, whatever their source of fuel (butane, propane, petroleum etc.). Tenants will not impede the operations of companies in charge of the maintenance of the boilers, water heaters, or sweeping of chimneys and ventilations conduits. These devices, if not maintained, can lead to serious safety problems, the risk of over-consumption of energy and recurring breakdowns. Cooker extractor hoods must never be connected to a ventilation duct, whether natural or mechanical.

**Article 3.3: Maintenance and insurances**

Tenants will be required to produce all supporting documents regarding their obligations regarding regular maintenance of items and equipment for private use. Every year, they must take out with the company of their choice the following insurance for the accommodation and its annexes, including cellars and parking spaces:

- Insurance covering tenant's risks (fire, explosion, water damage);
- Insurance covering liability to neighbours;
- Third party liability insurance.

**Article 3.4: Basements and private annexes**

Tenants must monitor the proper use (no storage of hazardous or motorised equipment) of the basement and all private annexes, which must not be congested. They must ensure that the cellar and the private annexes remain permanently closed. They are prohibited and will prohibit their dependants and beneficiaries from using these cellars as a mechanical workshop, meeting room for games or any other activity likely to cause danger or disturbance to the building and/or its occupants.

**Article 3.5: Hygiene and sanitation**

Tenants should be careful not to jeopardise the cleanliness of the building, on pain of being held liable for this. Therefore, they must maintain their accommodation in a good state of cleanliness and hygiene. As part of the annual inspection, tenants cannot impede the operations of the company mandated by CITY RESIDENCE for eradication of insects and for disinfection, this operation being fully effective only if all apartments are treated.

**Article 3.6: Windows and balconies**

Tenants will undertake not to shake, break, wash or enlarge window sills, balconies, or the railings of balconies or loggias. They will refrain from throwing any objects and litter (cigarette butts, leftover food) through windows and balconies. In order not to impair the safety of persons and property and not to degrade the general aesthetic of the building, it is forbidden to store various bulky and dangerous objects there. Plants should not be hung from the outside of balconies or windows, nor to exterior units like air conditioners. In the event of an accident, the offending tenants will be liable. No awnings, blinds of any kind or security grills can be placed on windows, balconies or loggias, without written authorisation from CITY RESIDENCE.

**Article 3.7: Installation of transmitting or receiving antennae or satellite dishes**

Any installation of a satellite dish or antenna on the facade is forbidden. The installation of a satellite dish or antenna will be subject to the express agreement of CITY RESIDENCE.

**Article 4.1: Noise**

Tenants and their dependents must ensure that they do not cause inconvenience or disturbance to neighbours in the public areas (halls, external spaces, corridors etc.) as well as in their accommodation and outbuildings, both during the day and at night. They must regulate the acoustic level of sound-emitting equipment (radio, television, stereo etc.) so that neighbours are not in any way disturbed. The same applies to all musical instruments, household appliances, inappropriate activities and games, and to wearing noisy shoes. Do-it-yourself work carried out by private tenants or companies contracted by the latter, using tools or appliances that may cause disturbance to neighbours because of their loudness (such as chainsaws, drills, planers or mechanical saws etc.) may only be carried out, including during the period of moving in or moving out, on:

- working days: from 8.30 am to 12 pm and from 2 pm to 7 pm
- Saturdays: from 9 am to 1 pm and from 4 pm to 7 pm
- Sundays and public holidays: from 4 pm to 7 pm

**Article 4.2: Animals**

The keeping or breeding of non-domestic animals is prohibited in private premises as well as in annexes and outbuildings. Pets are only tolerated in the rented accommodation or on the balconies to the extent that their presence does not cause a mess or complaints from other tenants and is not a source of damage or any kind of nuisance (smells, for example) to the rented accommodation, communal places and gardens. Dogs can only move around outside the accommodation while on a lead. The possession of dogs classed in the first category of dangerous dogs is formally prohibited in the accommodation, its annexes and in the common areas. Tenants and third parties are prohibited from entering and/or moving around in CITY RESIDENCE properties with these same animals. The possession of dogs in the second category is subject to the strict observance of the legal conditions. These dogs must without fail be kept on a lead outside the accommodation and muzzled. The breeding of animals is formally prohibited in the private accommodation, the outbuildings and their surroundings, common areas, terraces, loggias and balconies. Feeding non-domestic animals - such as pigeons or cats - is formally prohibited, as this practice causes insalubrities or inconvenience to neighbours. Failure to comply with all these conditions may result in the termination of the lease and/or criminal proceedings.

**Article 5.1: Respect for the clauses of these internal regulations calls on the spirit of responsibility and citizenship of each person, and it is set out with a concern for the promotion of a way of life which puts harmony and tranquillity uppermost. It completes the general and specific conditions of the lease.**

**Article 5.2:** Any violation or failure by the tenants or their dependants and beneficiaries of the conditions of these internal regulations as well as the stipulations contained in the lease will lead to the legal proceedings provided for by the legislation in force, which may result in the termination of the lease and the expulsion of the occupants.

## **/ City Residence**

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