

## **ANNEX 2 to Dormitory Lease Agreement**

### **HOUSE RULES OF THE DORMITORY OF OÜ MUUSA MAJUTUS**

#### **I. GENERAL**

1. These House Rules (hereinafter the **Rules**) are mandatory for any and all persons who have a lease relationship with OÜ MUUSA MAJUTUS (hereinafter the Dormitory). The Rules shall be applicable jointly with the Terms and Conditions of the Dormitory Lease Agreement (Annex 1 to the Agreement; hereinafter the **Terms and Conditions**), the Instructions of Use of Premises and Effects of Dormitory (Annex 3 to the Agreement; hereinafter the **Instructions of Use**) and other annexes to the Agreement and documents regulating the lease relationship based on the Dormitory Lease Agreement.
2. The Rules specify and regulate the relationships between, on the one hand, the residents and, on the other hand, the landlord, the Dormitory, one another, and set out the code of conduct expected from the residents in the Dormitory.
3. The Rules shall enter into force on 1 January 2012 and remain in force until amendments made and published pursuant to the procedure laid down in article 4.3 of the Rules have entered into force.

#### **II. ASSIGNMENT TO ROOMS**

Vacancies in the Dormitory shall be filled by the manager of the Dormitory on the basis of applications received and availability of vacancies throughout the year on the basis of the chronological order of receipt of the applications. In order to be accommodated in the Dormitory, the respective application form available on the website of the Dormitory must be filled in. The application shall be reviewed within five (5) working days after receipt. If there are no vacancies, the applicant shall be included in the list of applicants. If there is a vacancy, the applicant (resident) and the possessor of the Dormitory (landlord) shall enter into a Dormitory Lease Agreement (hereinafter the **Agreement**).

In order to take up residence in the Dormitory, the resident shall:

1. sign the Dormitory Lease Agreement made with the representative of the Dormitory;
2. in the presence of the landlord's representative, draw up and sign a deed of delivery and receipt of the room specified in the Agreement, indicating the property leased from the Dormitory and the general condition of the property. Residents of the Dormitory who wish to move to another room shall submit the respective written application to the landlord. In the event of existence of a vacancy suitable for the resident a new lease agreement shall be made with the resident.

#### **III. OVERALL RULES IN DORMITORY**

1. The entrances to the Dormitory shall be locked.
2. Noise, loud playing of musical instruments, disturbing of the peace of co-residents and other similar activities shall be prohibited from 11:00 p.m. to 6:00 a.m. in the Dormitory and its surroundings. The resident shall follow the general ethical norms and code of conduct in the Dormitory.
3. The resident has the right to receive guests from 8:00 a.m. to 11:00 p.m. The resident shall be liable for damage caused by their guests.
4. The resident shall clean their room, section and hallway themselves. Public rooms (the kitchen, the bathroom) shall also be cleaned after use. The resident shall take out the garbage generated by the resident and put it in the prescribed container. If the lessee is unable to maintain the cleanliness of their room, kitchen or shower, then will be used the paid cleaning services pursuant to the valid price list.
5. The resident shall keep the property granted to the resident and prevent it from destruction by the fault of the resident or a third party. After unlocking a lockable door the resident shall lock the door again after passing through. In the event the resident intentionally or due to negligence damages the property or rooms, the resident shall compensate the damage in accordance with the Agreement and/or law. If no guilty party can be identified, the residents of the area of liability (room, section, corridor) or of the whole building shall bear joint and several liability.

Before the start of the new accommodation period the manager shall inspect the condition of the let property between June 1 and 30.

6. If the resident notices a fire or if the alarm bells in the corridors start ringing, the resident shall immediately move towards the exit along the escape route. The Rescue Board (112) shall be immediately informed of the fire and thereafter the manager or the receptionist shall be informed of the fire.
7. The following shall be prohibited in Dormitory:
  - 7.1. consumption of alcohol, narcotic drugs and toxic substances, moving about in a state of intoxication by alcohol, narcotic drugs or toxic substances, and smoking indoors on the premises ;
  - 7.2. possession of narcotic drugs, toxic substances and inflammable substances;
  - 7.3. keeping animals;
  - 7.4. covering smoke detectors alarm bells or removing them is forbidden - removing or covering smoke detectors, alarm bells can cause fine 24 € .
8. The resident shall be prohibited to:
  - 8.1. use the leased property for any other purpose (commercial activities, manufacturing, meetings of student societies and other organisations, thereby it is not permitted to register the address of the Dormitory as the registered address of a legal entity where the resident has or third parties have a shareholding);
  - 8.2. grant any other person use of the landlord's or the Dormitory's property located in their room (incl. keys, distance card) or place their property in the building's corridor. If the resident would like to use their own furniture, the landlord's representative shall be informed thereof in advance;
  - 8.3. take possession of the furniture, property and other objects located on the public premises of the Dormitory;
  - 8.4. install a washing machine in the Dormitory and use it.
9. Driving and parking motor vehicles on sidewalks and green areas shall be prohibited. Vehicles shall be parked in the prescribed places.
10. Notices to the residents of the student village shall be published on the notice boards of the Dormitories or in the portal <http://www.yhikas.ee>.

#### IV. LEAVING THE DORMITORY

1. In the event of ordinary cancellation of the Agreement the resident shall inform the manager thereof no less than 30 calendar days in advance, filling in the respective application. The Agreement shall be terminated on the basis of a calendar month, i.e. the wish to terminate the Agreement that has been notified of the previous calendar month shall take effect at the end of the next calendar month. The resident shall cover the costs (the rent + public utility charges) until the date of termination of the Agreement. Before the termination of the Agreement the resident shall settle any and all debts and obligations towards the Dormitory.
2. Upon leaving, the resident shall be obligated to clean the premises used by the resident and make certain that any furniture and other property belonging to the room be left in the room.
3. Upon delivery of the leased property, a respective inventory check shall be carried out jointly with the landlord's representative (manager) and the check shall be recorded in a deed of delivery and receipt of the property and shall be confirmed by the signatures of the parties. The delivery of the property and the termination of the Agreement shall take place on a working day during the reception hours of the manager.

**The Terms and Conditions and the Rules have been approved by a decision of the manager of OÜ Muusa Maja on 15 November 2011.**