

## These are the general house rules that apply to all the buildings

- Always keep your front door closed to prevent access by outsiders. When you leave the building in the evening always use the double lock on the front door.
- Communal parts of the building such as corridors, stairs and toilets are to be kept clear of stored items, rubbish bags, loose waste and other litter. This is in the first place necessary for fire safety, but it is also just more agreeable to keep everything neat and tidy. Arrange with your fellow tenants to take turns in cleaning the toilets.
- The space may only be used as a studio. It is strictly forbidden to use it to live or sleep in or as a storage space.
- NUCLEO has the right to enter your studio for the purpose of repairs. We do our best to inform you in advance of any work to be carried out. However, if it is a case of an urgent repair or inspection, NUCLEO has the right to enter the studio without prior warning.
- NUCLEO takes care of the necessary insurance for the building. If you so wish, you may take out insurance for your own belongings. Ask your own insurance agent.
- You are yourself responsible for putting your sorted rubbish outside on the right days. You can consult the IVAGO collection calendar.
- Close the windows when you leave your studio.
- Turn the heating off when you leave your studio, especially if you are not going to be there for a longer period. This also applies to the communal areas. In the winter months leave the heating on at a low setting to prevent freezing.
- If there are problems with the heating or you notice a leaking tap or toilet, or any other defect, contact the person responsible for the building.
- Everyone in the building is to avoid causing a nuisance or inconvenience to fellow tenants and local residents. Solve problems by mutual consultation.