

Housing Action Group

INTERNAL REGULATIONS OF THE REAL ESTATE COMPLEX

The purpose of these rules of procedure is to set, in the common interest of the residents and their living environment, the rules for the good performance of the property complex and the mandatory requirements in terms of tranquility, health and safety. , this in all acts of daily life.

The internal regulations, which do not replace the laws in force, apply to the property complex: private areas, common areas, annexes, green spaces, roads and parking areas and are binding on each of its TENANTS, this in performance of their contractual commitments and of all the obligations defined in article 7 of law n°89-462 of 6 July 1989 as amended.

The rules enacted in this regulation can in no way prevail over those of a co-ownership regulation or any other regulation applicable to the property complex and provided for by law, which the TENANTS must respect.

The TENANT is therefore held personally responsible for his actions, those of his visitors and those of the people living in his accommodation, in any capacity whatsoever. The LESSEE undertakes to respect and to ensure that any occupant on his own account respects the provisions of these regulations, he is thus informed that any violation of the latter constitutes a serious breach of the obligations of the lease which may give rise to legal proceedings with a view to the termination of his rental contract and, where applicable, the implementation of his civil liability, that of the occupant or that of the user.

ARTICLE 1 - SECURITY

Safety rules must be strictly adhered to. The TENANT shall refrain from any act that may jeopardize the safety of property and people.

1.1- It is in particular prohibited, and this throughout the building including in the parking boxes, to use dangerous devices, to hold or store toxic, explosive or flammable products other than those for domestic use. current that cannot harm the safety of the occupants of the building. Thus, the use of fuel-burning appliances, kerosene stoves, barbecues, gas cylinders, including on the balconies, is strictly prohibited.

1.2- It is important that the TENANT ensures the routine maintenance of the siphon valves, smoke detectors and ventilation openings relating to the gas pipes of his accommodation, in particular the periodic replacement of the flexible connection pipes.

1.3- The alarm or fire-fighting devices installed in the common areas must be strictly respected by the TENANTS, any apparent deterioration must be systematically reported to the LESSOR.

1.4- It is forbidden to open the technical shafts which must remain empty and accessible in all circumstances.

ARTICLE 2 - HYGIENE AND HEALTH

It must be strictly complied with the rules of hygiene and sanitation in force.

2.1- The common areas, stairs, landings, corridors, cellars and common garages must be kept, by all, in a state of perfect cleanliness and used in accordance with their intended purpose.

2.2- Nothing must be done in the rented places which by the smell, the humidity, the filming or any other cause can disturb the occupants or

harm the building.

2.3- Everyone must take care not to attract animals, either in the private areas or in the common areas. It is forbidden to accumulate rubbish, especially on the landings, even on a temporary basis, or any various substances likely to cause any insects, rodents or parasites to proliferate. The TENANTS must, if necessary, ensure their destruction in the private areas and cannot oppose any intervention by the LESSOR intended to satisfy the hygiene conditions or the maintenance of the premises, in particular in terms of insect or rat control, such as provided for by the departmental health regulations.

ARTICLE 3 - HARMFUL ACTIVITIES AND BEHAVIORS

All noises, of any kind and whatever their source, when they are harmful, by their intensity or by their repetitive nature, and likely to disturb the rest and tranquility of the occupants of the building are strictly prohibited. , Day and night.

3.1- Occupants of residential premises must more generally take all the necessary precautions to limit the inconvenience caused by noise emanating from their accommodation.

3.2- Prolonged gatherings, especially at late hours, in the interior common areas of the building, the parking areas and around the building, are prohibited.

3.3- In accordance with decree n° 2006-1386 of November 15, 2006, it is strictly forbidden to smoke in places for collective use.

ARTICLE 4 - TRAFFIC ROUTES AND PARKINGS

The provisions of this article apply to all car parks owned by the LESSOR, regardless of their configuration (open or closed to traffic) or nature (overhead or covered).

4.1- Any damage caused to the premises, or to the equipment located in the parking spaces, will give rise to the reimbursement of the costs of repairs by the RENTER(S) who caused them.

4.2- The circulation and maneuvering of vehicles inside public car parks are subject to the provisions of the highway code. As such, the speed is limited to 20 km/h and users are required to respect the directions of the traffic arrows and the rules resulting from the regulatory installation of vertical and horizontal signs.

The circulation and parking of vehicles not approved for circulation on the public highway is prohibited, in particular that of "mini motorcycles" and motor quadricycles.

Access to the car park may be prohibited for a vehicle which cannot be parked in a normal parking space because of its size or because it is pulling a trailer.

The service roads of the building must remain free at all times in order to ensure access to security and emergency vehicles.

Parking outside the areas delimited on the ground is prohibited, in particular on pedestrian crossings and in front of service barriers, emergency exits, fire doors and fire-fighting means. Motor vehicles are also prohibited from parking on sidewalks and lawns.

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Parking on the spaces reserved for the GIC and GIG or for the LESSOR's staff as well as on the spaces dedicated to delivery is only authorized for the vehicles of the persons for whom they are intended.

The condition of the vehicle must meet the requirements of the highway code relating to the registration of the vehicle.

The parked vehicle must be roadworthy so that it can be moved at any time.

Motorized land vehicles parked for a prolonged period (vacuum vehicle) in parking areas belonging to the LESSOR or parked in an awkward manner, will, in compliance with the regulations in force, be removed from the exclusive Irais of the LESSEE owner of the vehicle and deposited in pound.

Any unregistered and unidentifiable vehicle clearly left abandoned (wreck) will also be removed and impounded, in accordance with the texts in force.

The use of chains (in case of snow) is forbidden. Any damage caused by the use of it, despite the prohibition, will be charged to the user.

4.3- Like all common areas, users must respect the cleanliness and destination of the premises.

They must refrain from carrying out any repair, washing, emptying or greasing work in the garage or on the parking areas, or throwing oil or petrol into the sewers. It is also forbidden to store furniture, bulky objects, toxic or flammable products in the box or on the parking space, the use of which is strictly limited to vehicle parking.

The car parks have the sole purpose of parking motorized land vehicles. As such, games, in particular ball games, are prohibited in these spaces.

4.4- It's forbidden :

- pedestrians to use the entrances and exits reserved for vehicles. They must use the stairs, elevators and pedestrian crossings provided for them.
- to make untimely use of any device generating noise pollution, siren alarm, loudspeaker or buzzer;
- to let animals roam;
- to use any equipment or installation reserved for the use of the personnel of the LESSOR;
- to carry out any commercial activity or quests, or offers of services not authorized by the operator or any advertising, in particular distributing or posting leaflets;
- throw cigarettes, matches or burning debris.

4.5- **For car parks subject to access control**, the user undertakes to use exclusively the beep or the remote control, the card and the keys for his personal use. He must not under any circumstances encourage third party access to these car parks, by lending, giving or reproducing these means of access.

Users undertake to respect the proper functioning of automatic doors and gates, in particular by not interfering in any way with their opening or closing.

4.6- **For underground car parks**, given the specific existing risks and fire safety constraints, access to and use of underground car parks will be subject to additional and cumulative obligations to those listed above.

Whatever the intensity of the interior lighting, the user will turn on the headlights in the "dipped" position of his vehicle for the entire time he is driving in the car park.

Vehicles fitted with LPG or natural gas equipment, including those fitted with a safety valve meeting the standards, may under no circumstances be

parked in the spaces located underground.

In underground car parks, it is forbidden:

- To smoke ;
- introduce or store combustible or flammable material except the contents of the fuel tank;
- to extract or add fuel to vehicle tanks;
- to use the sandboxes to dispose of their rubbish.

4.7- **Liability of the LESSOR:** parking takes place at the risk and peril of the user, including for spaces boxed or not subject to the payment of rent.

The LESSOR, who assumes no liability as depositary and therefore in particular no obligation of guarding or monitoring, can in no case be held liable, directly or indirectly, in the event of an accident, partial or total deterioration, or theft of the vehicle or its contents.

4.8- **User liability:** inside the car parks, the user remains solely responsible, without the LESSOR being held liable in this regard, for all accidents and damage of all kinds, bodily or material that, by forgetfulness, clumsiness, malice or non-compliance with the requirements of these internal regulations, it could cause third parties, vehicles, installations or real and movable property.

In the event of an accident in the car park, the user must immediately report it to his insurance and notify the LESSOR within 48 hours.

4.9- Baby carriages, bicycles and motorcycles must be parked in the premises provided for this purpose, excluding the entrance halls, landings and other locations appearing among the common parts of the building.

ARTICLE 5 - GREEN SPACES AND PRIVATE GARDENS

5.1 - Outdoor spaces must be respected and kept in a perfect state of hygiene.

It is forbidden to walk on the lawns or their borders.

It is strictly forbidden to allow pets to enter, even on a leash.

It is forbidden to pick flowers, to tear off branches or shrubs making up the ornamental spaces.

5.2 - TENANTS having a private garden must provide routine maintenance, mow the lawn and trim the plants.

ARTICLE 6 - CHILD GAMES

6.1- Parents must ensure that their children do not cause damage and do not cause any disturbance or inconvenience to the occupants of the building through their games.

6.2- They must also be sure to remind them that games are prohibited on stairs, halls, car parks, lawns and in general in all common areas, apart from the spaces provided for this purpose. Parents will be responsible for any damage to the common areas.

6.3- Children under 4 must be accompanied at all times. In addition, and regardless of their age, children remain under the supervision of their family, the LESSOR declining all liability in the event of an accident. In playgrounds, children must also be accompanied and supervised.

6.4- It is strictly forbidden to allow pets, even on a leash, to enter the play areas designed for children.

ARTICLE 7 - DETENTION OF DOMESTIC ANIMALS

The TENANT agrees not to have pets in the rented premises with the exception of small pets. He undertakes to respect the legal and regulatory provisions relating to the detention of dangerous animals and the tranquility of the neighborhood. It is a formally prohibited.

7.1- TENANTS who have animals must ensure that they do not create any disturbance and cause no damage to the building. Their owners will be responsible for the cleanliness of these animals and their behavior in particular in the staircases, elevators, halls of buildings, as well as any possible aggression and any damage committed.

7.2- Animals must be led outside the building complex (especially outside green spaces) for their natural needs and dogs must be kept on a leash outside the accommodation. 2nd category ^{dogs} or dogs with aggressive or potentially dangerous behavior must be declared to the insurer, kept on a leash by an adult and muzzled. The keeping of category 1 ^{dogs} (attack dogs) is prohibited on the estate.

7.3- It is forbidden to attract or feed stray animals, pigeons and cats, causes of insalubrity and discomfort for the neighborhood.

7.4- Breeding and slaughtering animals, whatever they may be, are strictly prohibited in the accommodation, accessory premises, annexes and outbuildings of the building.

7.5- The owner of a dog or other domestic animal must collect the droppings of the animals in his care.

ARTICLE 10 - WINDOWS, BALCONIES AND LOGGIAS

10.1- It is forbidden to hang up or beat linen, rugs or doormats either in the common areas, or on the windows and loggias, and except, where applicable, in the "dryer" location specially provided for this purpose.

10.2- No object should be placed on the edge of the windows. The fact of storing any cumbersome object likely either to harm the safety of people, or to degrade the general aesthetics of the building is prohibited.

10.3- Bins and flowerpots must be perfectly secured and rest on waterproof bottoms of the zinc or earthenware type. For safety reasons, planters must also be kept inside balconies.

ARTICLE 8 - PLATES, SIGNS AND DISPLAYS

8.1- Nameplates are only permitted on apartment doors and letterboxes. They can only include the surname, first name, profession, to the exclusion of any other mention. Their dimensions and colors must conform to the model adopted by the assembly. Any sign or professional plaque is prohibited.

8.2- Apart from the information panels or displays reserved for the LESSOR and the TENANT associations, it is forbidden to affix or display any document whatsoever in the common areas.

ARTICLE 9 - ANTENNA INSTALLATIONS OF TRANSMISSION/RECEPTION

The TENANT may not install any object, sign, TSF and television aerial, any transmitter-receiver device, outside the accommodation, except to comply with the following provisions: for television, connect to the collective aerial in the conditions provided by the LESSOR. For transceiver stations, obtain regulatory licenses from the administration and authorization from the LESSOR to install special antennas; the installation of a satellite dish must be expressly authorized in writing by the LESSOR, the LESSEE must enclose with his request the descriptive estimate of the work envisaged as well as the installation plans.

10.4- No object or rubbish should be thrown outside from windows and balconies. It is also forbidden to wash the balcony with plenty of water, in order to avoid runoff on the facades.

10.5- No modification of structure or equipment may be undertaken outside the accommodation, windows, balconies, terraces and loggias. The installation of awnings, tarpaulins, concealment (or separation) material for windows, balconies, terraces and loggias is prohibited, except with the written consent of the LESSOR.

ARTICLE 11 - HOUSEHOLD WASTE, GARBAGE DISPOSAL AND VOLUMINOUS WASTE

11.1- Household waste, previously put in closed bags, must be deposited in the containers provided for this purpose and at authorized times. In the case of installations providing for selective sorting, it is imperative to respect the destination of each container.

11.2- When there are garbage chutes, waste should not be dumped in bulk, but wrapped in closed plastic bags to avoid clogging the ducts and risking the release of foul odours.

Objects, such as bottles, earthenware, glasses, hot ashes or liquid household residues, likely to render unusable or damage the conduit or to present a potential danger for the guarding personnel, must under no circumstances be thrown into the void. -garbage.

In the event of breach of these prescriptions, the costs of unblocking or restoring the rubbish chutes will be the responsibility of the RENTER who will have caused, by his own doing or that of the people living in his household, the congestion or the deterioration.

Garbage chutes cannot be used between 10 p.m. and 7 a.m.

11.3- The TENANT will be responsible for eliminating the bulky waste that he has generated, by taking it to a recycling center or by depositing it on the sidewalk on the day of the municipal collection. In the event of non-compliance with these provisions requiring corrective action by the LESSOR, the corresponding costs will be passed on to the LESSEE. If the building complex has appropriate premises, the LESSEE may, under the conditions defined by the LESSOR, deposit their bulky waste there, the costs of removing this waste to the sidewalk then being included in the

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recoverable charges.

ARTICLE 12 - PIPES AND VALVES

12.1- Toilet taps and flushes, must be kept in perfect working order, their lack of maintenance, in addition to causing an increase in water consumption, can be the cause of "water hammer" in the pipes which not only interfere with their noise the neighbors, but deteriorate the conduits. Until the common pipe, any disgorging of the pipes in the rented premises remains the responsibility of the TENANT.

12.2- The TENANTS must in no case throw in the sinks, washbasins or WC, products or objects likely to corrode the surface of sanitary appliances and ducts or to clog them.

12.3- No household appliance should be connected to the hot water circuit exclusively reserved for the supply of sanitary equipment.

ARTICLE 13 - VENTILATION AND CONDENSATION

13.1- It is forbidden to obstruct, even partially or temporarily, the installed air intakes or ventilation openings (air extraction or blowing).

13.2- When there is a controlled mechanical ventilation installation, it is recommended to regularly clean the air inlet grilles and air vents.

13.3- Any damage generated following a phenomenon of condensation caused by a blockage of the ventilation will be the responsibility of the TENANT.

13.4- It is forbidden to connect kitchen hoods to the VMC column duct.

ARTICLE 14 - ELEVATORS

14.1- If there are lifts, their use is strictly reserved for the occupants of the building and their visitors, who must comply with the manufacturer's instructions posted in the lift and be kept in a good state of cleanliness and use.

14.2- The transport of furniture or bulky objects in the lift cabin is tolerated subject to the LESSEE taking all protective measures for the walls of the lift cabin.

14.3- The use of lifts is prohibited for children under 12 unaccompanied by an adult, due to the risks they may incur.

14.4- In the event of a breakdown in the lift and/or a user blocked in the cabin and unless in immediate danger or the need for treatment, the user must first contact the lift operator according to the procedure indicated in the cabin.

ARTICLE 15 - REMOVAL/REMOVAL

The TENANTS must notify the LESSOR or his agent beforehand of the day of their move-in or move-out.

During the course of these, they must take care not to unnecessarily disturb the proper functioning of the building. Any damage resulting from moving in or moving out, whether caused by him or by the company appointed by him, is the responsibility of the LESSEE concerned.

ARTICLE 16 - SPECIFIC CASE OF HIGH ENERGY PERFORMANCE BUILDINGS

This type of building has a particularly ambitious objective in terms of energy performance, with a specific insulation, ventilation and heating

system.

The rules for the use of equipment and behavior in the building communicated to the LESSEE by the LESSOR must be respected to guarantee the proper functioning of the system.

ARTICLE 17- RESPECT FOR STAFF

If he is on duty in the building, the caretaker represents the LESSOR and is as such the LESSEE's preferred contact for settling housing-related problems. He ensures the surveillance and conservation of the building and ensures the proper functioning of the equipment.

The LESSEE as well as all the occupants of his accommodation, including minor children, owe the caretaker, as well as any maintenance worker, building employee or external service provider, the respect linked to their duties, and this in all circumstances.

Any inappropriate attitude towards the staff of the LESSOR or an external service provider will be the subject of an immediate reminder of the rules and may result in actions that may go as far as the termination of the lease.