

HOUSE RULES

Article 1

INTRODUCTORY PROVISIONS

House Rules set down the conditions and manners of use of flats, buildings, non-housing units and common areas that form the building compound at the address Mukařovského 2590/2, including adjacent roads, walkways and greenery (hereafter referred to as “Luka Living”). The basic rights and obligations of the owner, tenants/subtenants and other users of the housing and non-housing units are also stipulated in the Czech civil code.

Article 2

BASIC CONCEPTS

1. “Luka Living” refers to a building located at Mukařovského 2590/2 in Prague 13, including the flats, non-housing units and common places in the building, as well as adjacent roads, walkways and greenery.
2. For the purposes of this document, “unit” refers to both a flat and a non-housing unit.
3. “Flat” refers to a room or a set of rooms that have been authorized to be used for living by the building authority.
4. “Non-housing unit” refers to a room or a set of rooms authorized by the building authority to be used for other purposes than living (e.g. business activities, offices, studios, garages, etc.). Accessories of flats and non-housing units and common areas are not non-housing units.
5. “Accessory of a unit” is an additional space designated to be used together with the unit to which it belongs, e.g. balconies, loggias and terraces.
6. “Common areas” are those parts of the building which are intended for common use, namely entrances, corridors, lifts, roofs located on the 3nd and 16th floor, parking spaces, etc.
7. “Tenant / subtenant” refers to a person or persons, including legal persons, that have rented either a housing or a non-housing unit in Luka Living (but not a common area of the building).
8. “Another user of a unit” is a natural person or natural persons who are authorized to use a unit in Luka Living in addition to the tenant / subtenant of the unit.
9. “Company” refers to the company Luka Living s.r.o., registered seat at Skorkovská 1310, 198 00, Prague, Company Registration ID: 04904303, VAT number: CZ699005837.

Article 3

USE OF UNITS

1. A unit cannot be used for any other purpose than for which it has been officially authorized by the building authority and for which it was approved by an authorized person. Tenants / subtenants and other users of a unit are not permitted to carry out activities in the unit that do not conform to the binding legal regulations.
2. Construction work and other modification both on the inside and outside of units are forbidden. Minor work performed on the walls (drilling and hammering) are permitted only with a written consent

of Luka Living s.r.o. Such work must then be performed according to the instructions of the building manager and in his presence or in the presence of a person authorized by the building manager.

3. Tenants / subtenants are obliged to conform to the rights and legitimate interests of all the other residents in the building, to comply with their obligations stipulated in the respective contracts that authorize them to use the units in the building, to adhere to the general binding regulations and to follow the rules of decent behaviour and mutual respect.

4. Tenants / subtenants are obliged to notify the building manager of any need to perform emergency repairs immediately after they discover a defect. Failure to follow this rule shall make the tenant liable for the damages that arise out of the breach of notification duty.

5. Please report defects via the following e-mail address: info@lukaliving.cz.

6. **Serious defects and accidents** must be reported to the reception desk during its operational hours. Outside the operational hours, they must be reported to +420 735 19 96 96 - head of technical administration.

7. In such case, tenants / subtenants are also obliged to take appropriate and proportionate measures to avert potential damage.

8. Repairs up to 3 000 CZK provide tenants / subtenants themselves.

9. Only a defect recognized as within two days since moving in of tenants / subtenants is recognized as a complaint.

10. Tenants / subtenants are hereby notified that pursuant to Act No. 348/2005 Coll., on radio and television fees, as amended, a natural person or legal person that has (or uses for at least 1 month) a television must pay a television fee to the public TV broadcaster (even if that person is not the owner of the television). More information at <https://tvp.ceskatelevize.cz/poplatky/>

Article 4

USE OF THE COMMON AREAS OF THE BUILDING AND THE GARDENS WITHIN THE PREMISES OF LUKA LIVING

1. The common areas of the building shall be used with regards to their nature and only for the purposes for which they have been designated, so as to avoid interfering with the rights of users of other units. It is forbidden to place any objects in the common areas that are not an accessory of the building. Smoking and use of narcotics in the common areas is strictly prohibited.

2. Tenants / subtenants are particularly required to:

- allow access to controllers, valves, hydrants and meters
- comply with fire regulations in the units and common areas of the building
- ensure that flammable substances and other dangerous goods are not stored in the building, and to ensure that there is no open fire in the building
- store arms, ammunition, etc. in a safe manner, and to ensure these are locked properly

3. Entrances, corridors, stairwells, lobbies, walkways and common areas may be used only for the purposes for which they are intended, i.e. to enter to and exit from the unit.

4. Access to the roof is possible after the reception desk has been notified of the time of use. Only the designated areas of the roof can be used.

5. It is forbidden to damage flowers, shrubs, trees, and any other greenery.

Article 5

PLACEMENT OF ITEMS ON THE BUILDING

1. Without the written consent of the building manager, tenants / subtenants may not place any objects and devices on the outer components of the building, e.g. balconies, terraces, windows, façade and the antenna mast, nor change the appearance of the building in any way. Failure to follow this rule shall result in the obligation of the tenant / subtenant to pay all damages. Clothes, laundry and other items (except flowers) shall not be placed in or hang from windows, on balconies or other parts of the building so that they are visible from the outside.

2. Flowers placed in windows, on balconies and in common areas (on landings) must be secured against falling. When the plants are being watered, is necessary to ensure that water is not spilled and that it does not leak onto walls.

3. Tenants / subtenants may not place any nets into windows (e.g. mosquito nets).

Article 6

MAINTAINING ORDER AND CLEANLINESS IN THE BUILDING

1. Tenants / subtenants are obliged to maintain order and cleanliness. Cleaning in the common areas of the building is provided by the building manager.

2. It is forbidden to beat and shake carpets, door mats, etc. in the common areas and out of windows, balconies and terraces.

3. Tenants / subtenants are obliged to remove snow and icicles from the terraces and balconies that belong to their units, and they are obliged to do so while conforming to all safety rules.

Article 7

ODORS, FUMES, WASTE AND DIRT

Tenants / subtenants are required to:

- refrain from causing inconvenience to other tenants / subtenants when grilling
- sort waste based on the instructions to the waste disposal chute
- dispose of the waste that does not fit into the waste chute into the containers located on the 1st floor of the building, or on their own and at their own expense
- refrain from smoking in the entire Luka Living building
- refrain from throwing anything out of windows and loggias, especially cigarette ends. Non-compliance is considered to be a particularly serious breach of duty according to the point no. 11.8. of the Lease Agreement.

Article 7a Grilling

- It is forbidden to use coal, wood, and gas grills. Only electric contact grills are allowed.

- It is necessary to use a non-flammable pad under the grill to prevent food from falling under the terrace WPC boards.

Article 8

KEEPING PETS

1. Owning a pet in the Luka Living building is not allowed. Any exemptions are granted by the company's management.
2. If a tenant / subtenant keeps a pet in the unit, the tenant / subtenant must have 3 monthly deposits paid.
3. Tenants / subtenants acknowledge that they will cover the expenses for any damage to the apartment or common parts of the building caused by their pet or animal.
4. Tenants / subtenants are obliged to clean after their pets in case of soiling of common areas or places adjacent to the building.
5. By keeping a pet, the tenant / subtenant must not violate the rights and legitimate interests of users of other units and must not disrupt the order in the building.
6. It is forbidden to wash pets in bathtubs or showers. For this purpose, a place on the left side of the garage entrance door has been designated.

Article 9

KEEPING QUIET IN THE BUILDING

1. Tenants / subtenants are obliged to use their unit in a good, proper and quiet manner, so that they do not bother the users of other units with excessive noise or other activities that cause discomfort to the users of other units. Tenants / subtenants are obliged to behave in compliance with good manners: especially avoid shouting, using swearwords, vulgarism etc. in relation to users of other units and visitors.
2. In the period from 10 p.m. to 6 a.m., tenants / subtenants must comply with the requirement to keep quiet at night, they must be considerate using tools and equipment that cause excessive noise or vibration, they must reduce noise when holding parties and celebrations, and they must not use loud sound technology, televisions, washing machines, dishwashers, etc.
3. In the period from 10 p.m. to 6 a.m., tenants / subtenants are required, when using front gardens, terraces, and balconies, to keep in mind and respect the well-being of other tenants / subtenants so that they do not cause them discomfort.
4. On weekends and public holidays, people are required to keep quiet from 10 p.m. to 8 a.m.

Article 10

OPENING AND CLOSING OF THE BUILDING, ACCESS TO THE BUILDING, ACCESS SYSTEM (CARD SYSTEM)

1. Each tenant/subtenant enlisted in the registration list receives 1 entry card that entitles him to enter into the building, into the apartment, into the lift. The tenant / subtenant also receives a key to

corresponding non-housing units (a room for keeping bikes, to a basement, or to a mailbox, if included in the contract). **The access rights** provided by the individual entry cards are inserted into the card by a designated employee.

2. To enter, the user must place the card on the scanner and hold it for two seconds.

3. The premises of Luka Living are open during the operating hours, i.e. 6 a.m. – 10 p.m. Outside the operating hours, the tenants/subtenants are to use the door next to the main entry to the passage, and to enter the building it is necessary to place the card on the scanner by the main entry from the metro footbridge. Then they need to go through a part of the passage on the left and until they arrive to the entry to the reception where, once again, they place the access card on the scanner to enter to the lobby where lifts are located. It is forbidden to leave to building entrance door open for longer than necessary.

4. In addition to the main entrance from the metro footbridge, tenants / subtenants are also able to enter the building via a side entrance located by the outdoor parking area. Use the second door to the right from the entrance to escalators. There is a platform by the footbridge that allows wheelchair access to the building.

5. If the tenant / subtenant also has a garage or basement place rented, he/she must place the card to the black card scanner located between the elevators and choose the floor number to call a lift. If there are no additional accessories to the rental unit of the tenant / subtenant, the closest lift will come and take him / her to the floor on which their unit is located, without any option of choice. The display shows the letter of the lift that the tenant / subtenant will use, according to the data uploaded to the card. There is no need to choose a floor number in the lift.

6. To enter the apartment unit, the tenant/subtenant must place the card to the reading device and wait two seconds for the door to unlock. After leaving the flat, just close the door and it locks automatically.

7. It is forbidden to wedge all doors including garage doors or otherwise prevent it from closing automatically.

8. If there are visits, tenants / subtenants pick them up by the reception desk. After 10 p.m., the visitor must be picked up at one of the entrances to the building.

9. Tenants / subtenants are not permitted to lend anybody their access cards, keys to their flats nor their keys to non-housing units.

10. **In case of loss, theft, damage or malfunctioning of an access card**, the holder is obliged to inform the reception immediately.

11. **Entry without an access card.** If a holder of an access card does not have the card on them, he or she will only be allowed to enter the unit after confirming their identity by presenting a valid identification card to the Luka Living building security staff.

12. Mailboxes are placed on a pillar in front of the reception desk in the passage.

13. The object is monitored by the video surveillance, due to property protection. By signing the Lease Agreement, the tenant / subtenant confirms that he/she is aware of this information.

15. If you need to call an AMBULANCE, please navigate the rescuers to Kettnerova Street (End of Roundabout). In this situation, when speed is the top priority, it is the best way for rescuers to get to you. To make the whole process faster, please beside the name, you should also indicate the

apartment number, for easier orientation of rescuers and assisting security staff (or other employees of our company). If another person is with you, you should also contact the security guard (+420 737 24 36 98) to ensure trouble-free and quick access of rescuers to your apartment. If the patient is alone in the apartment, the rescuers contact the guard by the button located at the barrier when entering the garage.

Article 11

ENTERING THE UNDERGROUND GARAGE WITH VEHICLES, USE OF THE PARKING SPACES AND THE UNDERGROUND GARAGE

1. The garage is accessed via the road coming from the Kettnerova street. Upon arrival, the tenant / subtenant must stop at the gateway and have their parking tag scanned. After that, the entrance gate and then the garage door open. To scan the tag, it is sufficient to place it on the dashboard or the windshield of the car.
2. Users of the garage must not use their allocated garage for purposes other than parking their car.
3. It is forbidden in the underground garage to:
 - smoke and use open fire
 - act in a noisy way, or to threaten or bother other users of the underground garage
 - store any substances, goods or items
4. When walking through the underground garage, the tenants / subtenants are obliged to use only the designated walkways.
5. Within the areas designated for parking of vehicles, or anywhere else in the premises of Luka Living, it is forbidden to repair and wash cars.
6. If a tenant / subtenant causes non-standard pollution of a parking space (oil spillage, etc.), he / she is obliged to remove the soiling at his / her own expense.
7. Vehicles must not be placed outside of the designated parking spaces. Only the tenant/subtenant or other users of the unit or parking space are allowed to use the parking space, i.e. only the parking space of the number defined in the contract. Owners of electric vehicles or LPG cars have a special designated parking space stipulated in their contract in accordance with the type vehicle they own.
8. Parking spaces may only be used for parking of vehicles. Parked vehicles must not prevent others from using their parking spaces.
9. If not specified otherwise, a tenant / subtenant is entitled to use the pram/bike store room, as well as a parking place and cellar unit (subject to a charge).
10. The landlord is not responsible for stored bicycles / strollers.
11. Please note that the cellar located in the garage area is liable to penetrate residual water up to 1cm. The landlord is not responsible for your stored items.
12. There is a designated space for storing bicycles and strollers in the 1st floor of the building, next to the lifts. If the tenant / subtenant needs to store a bike, he/she can use the bike store room or cellar. It is prohibited to bring bikes into lifts and individual apartments. If there is a need for cleaning the bike, the tenant / subtenant can use the designated place located on the wall by the left side of the garage entrance gate.

Article 12

RECEPTION DESK

All that relates to the operation of the building is handled by the reception desk (info@lukaliving.cz). The working hours of the reception desk are from Monday to Friday between 7:00am and 7:00pm, tel.: +420 734 51 51 51. If an emergency situations occurs outside the working hours of the reception, the building security service is available at +420 737 24 36 98.

Article 13

THE BASIC MEASURES FOR PREVENTING BREAKDOWNS INCLUDE:

In the unit:

- keeping electrical installation from overloading caused by the use of energy demanding appliances that exceed the general regulations or the capacity of the wiring in the unit and in the building;
- on a regular basis, at least once a year, the caps of radiators, the valves of hot and cold water and the caps of water supply to the tank of the toilet bowl must be closed and opened to maximum in order to avoid their immobilization;
- checking from time to time whether there is water dripping from the valves (faucets) and whether water leaks to the toilet bowl (visible as movement on the water surface). Manuals provided by manufacturers must be followed at all times.

In the common areas of the building:

- complying with the rules for the use of the lift (in particular, the number of people using the lift, only people over 10 years of age can operate the lift alone); refraining from overloading lifts
- complying with fire protection rules;
- refraining from smoking and using open fire in all common areas of the building;
- keeping free passage through all the corridors that serve as an escape route, i.e. all of the corridors where units are located and all entrances. It is strictly forbidden to place any objects in these areas (such as furniture or shopping carts);

Article 14

RULES OF OPERATION

Prior to operating any electrical appliances and to using of a flat, the tenant / subtenant is obliged to become familiar with the instructions for use and the manual provided by the manufacturer, which are available at www.lukaliving.cz. The operating rules are an attachment to the House Rules and are also placed on the Luka Living website.

Article 15

FIRE SAFETY

1. All residents are required to comply with the Fire Safety Rules, available at the reception desk of Luka Living, in the lobby by the lift or at www.lukaliving.cz.
2. It is the duty of the tenant / subtenant to be acquainted with the fire and evacuation alarm directive, which is located on each floor in the lobby near the elevators.
3. Use fire alarm buttons ONLY in case of fire. The release green buttons on the emergency staircase may only be used in case of life endangerment.

Article 16

FINAL PROVISIONS

1. **By signing this document, the tenant/subtenant confirms that he or she has read it carefully and understands it thoroughly.**
2. These House Rules do not interfere with the rights and obligations arising from other legislation.
3. To an adequate extent, the provisions of the House Rules apply also to the guests of tenants / subtenants and of other users of units. Tenants / subtenants or other users of units are responsible for their guests and for their behaviour that must conform to the rules stipulated herein.
4. For violation of the House Rules, the company may grant an administrative fee according to Annex No. 1.
5. In the event that tenants / subtenants use their unit in contravention to these House Rules, despite a written notice from the Company, the Company is entitled to terminate the rental of the unit in accordance with the provisions stipulated in the lease contract between the Company and the tenant / subtenant
6. Additional terms and conditions are specified in the Operating House Rules document.
7. The instruction manuals at www.lukaliving.cz are also an integral part of the House rules with which tenants / subtenants are obliged to become familiar with.