



RULES of YES Technopark Apartment Hotel

I. BASIC TERMS AND DEFINITIONS

- 1.1 Complex – a multifunctional complex with an underground parking located at: 10 Andropova Avenue, Moscow, Russian Federation.
- 1.2 Apartments – premises being part of the Complex.
- 1.3 User – a person, who uses apartments on legal grounds (a service agreement, a rental agreement, joining a lessee, etc.) for accommodation.
- 1.4 Common property – property operated by all owners of the Complex, including:
 - 1.4.1 equipment, including utility systems and services,
 - 1.4.2 premises within the Complex, which do not constitute parts of the apartments or other premises owned or possessed by the Operating company, third parties, intended for maintenance of multiple premises in the Complex,
 - 1.4.3 staircase landings, stairs, elevators, elevator and other shafts, corridors, technical levels, attic rooms, basements, which contain utility systems and other equipment servicing multiple premises in the Complex (technical basements),
 - 1.4.4 roofs, which protect bearing and non-bearing structures of the Complex, mechanical, electric, sanitary and other equipment located within the Complex outside and inside the premises and servicing multiple premises,
 - 1.4.5 a land plot, on which the Complex is located, with elements of plant arrangement and other facilities intended for maintenance, operation and improvement of the Complex, located on the said land plot,
 - 1.4.6 premises intended for leisure activities,
 - 1.4.7 technical levels, attic rooms, basements, which contain utility systems and other equipment servicing multiple premises.
- 1.5 Operating company – an organization, which carries out technical operation of the Complex.
- 1.6 Contractor – a person, who delivered the Apartments to the User for temporary accommodation on the terms of the agreement.

II. GENERAL PROVISIONS

- 2.1 The Rules establish procedures for accommodation, use of the apartments, use and maintenance of common property, making compulsory payments, dealing with emergency situations and other failures of engineering equipment in the Complex, and liability for non-compliance with these Rules.
- 2.2 The Rules apply to all Users in the Complex, guests of the Users

III. USE OF THE APARTMENTS

- 3.1 The User shall:
 - 3.1.1 guarantee cleanness and safety of the apartments occupied; take good care of the equipment; in the event of any failures immediately notify the Contractor or the front desk;
 - 3.1.2 neither create conditions for, nor allow failures of power supply networks, water and heat supply networks, other utility systems and equipment;

3.1.3 when leaving the apartments, turn off hydrants, shut down windows, turn off the light, the TV and other electrical appliances;

3.1.4 immediately upon request let the Contractor's representatives in the apartments occupied for elimination of emergency and delivery of emergency procedures aimed at removal of causes, which create a threat of emergency or prevent from qualitative and safe use of the equipment;

3.1.5 as and when necessary, let the Contractor's representatives in the apartments occupied for inspection of technical and sanitary condition of the apartments and the equipment located therein, verification of metered values and for performance of required repair and maintenance works. The Contractor shall send to the User a notice of the date of inspection of the condition of metering devices, their availability, and verification of reliability of readings of metering devices and distributors presented by the Users by checking them with the readings of the relevant metering device at the moment of inspection (in cases when the Users take readings of such metering devices and distributors) not later than 5 days before the relevant inspection. The Contractor shall be entitled to seek full recovery of losses from the User arising through his/her fault, in the event of denial of access for the Contractor's representatives to the apartments occupied by him/her.

3.1.6 Any alterations to the configuration and layout of the apartments shall be possible only after approval in writing from the Contractor, and in strict conformity with norms and requirements of the Russian legislation.

3.1.7 Accommodation of pets in the apartments occupied shall be governed by the Civil Code of the Russian Federation, health and safety regulations, local municipal regulations. The User shall at the request of the Contractor's representative present documents on the pet inoculations and vaccinations. Accommodation of any fighting dog breeds is prohibited.

3.1.8 Use of musical instruments, TV sets, radio sets, tape recorders and other loudspeaker facilities shall be allowed subject to sound level control within the established regulatory values. To assure peace of other Users it is necessary to observe complete silence from 11.00 pm to 9.00 am.

3.1.9 The User shall comply fully with health and safety regulations concerning the use of the apartments established for this type of premises in accordance with legislation of the Russian Federation. The User shall not throw into drain outlets (sinks, lavatory bowls, washing machines, etc.) for discharge into the sewerage system any toxic and harmful chemical substances, as well as solid objects, due to the discharge of which the sewerage system failure or exceedance of permissible levels of the hazardous substances concentration in the sewage drain of the Complex may occur. The User of the apartments shall be held liable for violation of the above-mentioned rules in accordance with the current legislation of the Russian Federation.

3.2 The User shall be prohibited from:

3.2.1 cleaning up the apartments with the use of petroleum, kerosene, other highly inflammable and combustible liquids;

3.2.2 performing noisy works with the use of any special equipment or tools (rotary hammer drills, hammer drills, drills, hammers, etc.) before 10:00 am, and on weekends and on non-working national public holidays before 12.00 pm and after 06:00 pm, as well as from 01:00 pm to 03:00 pm (by reason of a nap);



- 3.2.3 performing works with the use of any equipment or tools, which involve exceedance of permissible noise and vibration levels;
- 3.2.4 performing works without implementation of special measures, which exclude leakages in adjacent apartments, formation of cracks, destruction of walls and floors;
- 3.2.5 manipulating the fire alarm system equipment, the fire-water protection system or the alarm system.
- 3.2.6 The User shall be prohibited from making any repairs without securing approval from the Contractor.

IV. USE OF COMMON PROPERTY

4.1 The User shall:

- 4.1.1 use common property only for the purposes it is intended for;
- 4.1.2 take good care of common property and shall not allow its spoiling or pollution; shall take good care of amenities and green areas, shall not allow their pollution;
- 4.1.3 comply with hygienic and sanitary rules and regulations, keep all the premises and the territory of the Complex clean and orderly;
- 4.1.4 while displacing and walking pets hold them on a leash and in a muzzle (regardless of their size);
- 4.1.5 not walk pets on the territory of the Complex, on children's playgrounds and sports grounds;
- 4.1.6 upon performance by the Operating company of any area cleanup operations, assure necessary movement of a vehicle owned by the User for secure and unhampered performance of such works;
- 4.1.7 in case of loss of or damage to the common property through the fault of the User, compensate for damages in accordance with the current legislation of the Russian Federation.

4.2 The User is prohibited from:

- 4.2.1 installing additional doors (in derogation from the project), placing stickers, promotional information, signs on the outer face of the door in the Apartments, renumbering the apartments;
- 4.2.2 changing door handing (in derogation from the project) from the apartments to the common corridor (to the staircase landing), as it prevents free evacuation of people or deteriorates conditions of evacuation from adjoining apartments;
- 4.2.3 installing dead bars on the windows and openings in common areas;
- 4.2.4 changing space-planning solutions of common areas;
- 4.2.5 cluttering up staircases and other common areas with furniture, things, combustible materials, equipment, bicycles, baby strollers and wheel chairs, garbage bags and other objects;
- 4.2.6 installing TV and other antennas, other devices, running electric and telephone wires on the walls, the roof and in other common areas. An air conditioner may be installed only after approval in writing from the Operating company.
- 4.2.7 putting up notices on staircases, elevators, doors, walls, etc., distributing any informational and promotional materials on the territory of the Complex;



- 4.2.8 disposing of or storing (including temporarily) any garbage in any places (in common areas, on the territory of the Complex, etc.) other than garbage chutes or garbage containers installed for this purpose;
- 4.2.9 cluttering up or contaminating emergency exit routes and other common areas with construction materials and construction waste;
- 4.2.10 parking vehicles on lawns, children's playgrounds, pedestrian footpaths, fire fighting passways, container yards and in other places not intended for this purpose;
- 4.2.11 washing and repairing vehicles on the territory of the Complex;
- 4.2.12 organizing on the territory of the Complex any parking and (or) storage of any old or damaged vehicles, any parking of lorries and special-purpose vehicles with a capacity over 1.5 tons, or any parking of buses with a capacity over 10 persons;
- 4.2.13 chopping down trees and bushes, cutting flowers and taking any actions, which cause damage of lawn grass cover, without permission;
- 4.2.14 installing without permission any fences, garages or other structures on the territory of the Complex

V. SAFETY RULES

- 5.1 For safety of the Users and their guests, these rules provide for a scope of measures to control access to the territory and the building of the Complex as follows:
 - 5.1.1 the building is accessed on a 24-hour basis via the main entrance; other entrances and exits are the service ones;
 - 5.1.2 a security officer is entitled to ask for a proof of identity from any User or his/her guest;
 - 5.1.3 access to the apartments and common areas shall be effected through the use of electronic keys encoded on an individual basis; each registered guest shall be given one key maximum. Guests shall pay for the keys according to the current price list;
 - 5.1.4 to receive visitors the User is to meet a visitor in person in the hall and to proceed together with him/her to the apartments;
 - 5.1.5 full responsibility, including for compliance with migration legislation, for the guests' stay in the apartments and common areas shall be imposed on the User, who invited them;
 - 5.1.6 the User shall notify the Contractor of his/her guests staying (for more than 1 day) in the apartments and complete their registration with the front desk against a proof of identity and under a rental agreement/an application for joining;
 - 5.1.7 it is prohibited to deliver electronic keys to any unauthorized persons;
 - 5.1.8 any additional electronic keys shall be made on the User's personal written application in accordance with the Price list;
 - 5.1.9 an electronic key shall be given to the User against a proof of identity;
 - 5.1.10 the apartments entrance doors shall be kept closed;
 - 5.1.11 the User shall be aware of and shall not raise any objection to the use of video surveillance systems in common areas (other than toilet cabins);
 - 5.1.12 it is prohibited to deliver to the front desk any envelopes, parcels, bags, boxes, packages, etc., to be stored and/or delivered to any third parties;
 - 5.1.13 the User shall notify the Contractor in advance of any intended long-term absence (over 10 days) and provide telephone numbers of authorized persons for any unforeseen situations;

5.1.14 the User shall strictly comply with fire safety regulations, shall avoid fire point origination. The User shall not use naked flame. In the event of any fire outbreak, it is necessary to notify the Complex administration immediately and to leave the premises by using emergency stairs according to the evacuation plan available in the corridor on every floor.

5.1.15 the Users are prohibited from keeping arms, ammunition, explosive, chemical, radioactive, toxic and highly flammable substances, explosive items, drugs and psychotropic substances, other objects, which are dangerous to public safety and order;

5.1.16 the Users, who have a right in their line of work to bear and to keep weapon, shall at the request of a security officer produce documents confirming such right. The Users are prohibited in any case from bearing any types of weapons in open, as well as special munition, including in the pursuance of their duties;

5.1.17 it is prohibited to drink alcohol and to stay in common areas under strong influence of alcohol or drugs;

5.1.18 persons with identified infectious and epidemiological diseases are prohibited from staying in common areas;

5.1.19 persons, who disturb the public peace and show clear signs of aggression with respect to others, are prohibited from staying in common areas.

VI. SMOKING ON THE TERRITORY OF THE COMPLEX

6.1 It is prohibited to smoke tobacco, smoking mixtures, hookah on the territory of the Complex, including in elevators, apartments, corridors.

6.2 In accordance with Federal Law dated 23.02.2013 No. 15-FZ "On Protection of Health of the Public from Exposure to Environmental Tobacco Smoke and Consequences of Tobacco Use" smoking is prohibited in all common areas and in all premises related to common property.

6.3 If any instances of smoking are discovered, infringers shall be incurred a penalty in accordance with the current legislation of the Russian Federation.

VII. PROCEDURE FOR MAKING COMPULSORY PAYMENTS

7.1 The User shall make utility payments in full and in a timely manner.

7.2 In case of any untimely and (or) incomplete payment for public utility services, if the fixed limits are exceeded, the Contractor shall be entitled to terminate provision of utility services to the User by notifying him/her in writing one day before the suspension.

VIII. LIABILITY FOR NON-COMPLIANCE WITH THE RULES

8.1 The Users shall be held liable for non-compliance with these Rules in accordance with the current legislation of the Russian Federation.

8.2 A Certificate drawn up by an authorized representative of the Contractor in the presence of the Operating company shall be the document confirming infringement of the Rules.

8.3 In case of non-compliance by the User with these Rules, the Contractor shall be entitled to impose a penalty in accordance with the current Price list, and to seek from the User full recovery of losses, which arose through his/her fault.

IX. DISPUTE SETTLEMENT PROCEDURE

9.1 Any disputes and disagreements shall be settled through negotiations.

9.2 Infringement of these Rules, rules of sanitary maintenance of common areas, staircases, entrances, adjacent territories, infringement of rules of operation of the apartments, engineering equipment, their wasteful maintenance, and unauthorized improvements and alterations to the apartments, their improper use, damage to the apartments, the equipment and amenities shall involve criminal or administrative liability in accordance with legislation of the Russian Federation.

X. CONCLUDING PROVISIONS

10.1 The Contractor shall notify the User in advance of any metering device inspection, garbage collection from the territory and any other activities by placing notices at the front desk or on information stands.

10.2 These Rules, as well as the current Price lists and information on the Operating company are available on a 24-hour basis at the front desk or on information stands.

