



RULES of YES Marata Apartment Hotel

GENERAL PROVISIONS

1. The rules set out the procedure for residing, procedure for use of the apartments, procedure for use and maintenance of common property, procedure for making obligatory payments, procedure for settlement of emergency situations and other failures of utility equipment in the Complex, as well as responsibility for failure to fulfil these Rules.
2. The Rules apply to all Users in the Complex, guests, and relatives of the Users, as well as employees of the Operating Company.

USE OF THE APARTMENTS

3. Users shall ensure the following:
 - 3.1 Ensure cleanliness and safety of the apartments occupied by them; carefully treat the equipment; if any failures are detected, immediately notify the reception on the same;
 - 3.2 Avoid creating conditions and prevent failures of power grids, water and heat supply networks, and other utility systems and equipment;
 - 3.3 When leaving the apartments, close water intake taps and windows, switch off the light, TV, and other electric appliances;
 - 3.4 Upon request, allow representatives of the Operating Company to enter the apartments occupied by them in order to eliminate accidents and implement emergency measures aimed at elimination of the causes posing threat of accidents or preventing proper and safe use of the equipment;
 - 3.5 If needed, allow representatives of the Operating Company to enter the apartments occupied by them in order to inspect technical and sanitary condition of the apartments and equipment located therein, check meter readings, and implement required repairs and preventive maintenance works;

Notification on the date of inspection of meter condition, availability of meters, as well as in case of check of accuracy of the data provided by the Users regarding meter and distributor readings by way of their reconciliation with the readings of relevant meter as of the time of inspection (in cases, when readings of such meters and distributors are registered by the Users)

shall be provided by the Operating Company to the User at least 5 days before such inspection. The Operating Company may request the Users to fully reimburse the losses arising through the fault of the latter, if they refuse to provide representatives of the Operating Company with access to the apartments occupied by them.

3.6 Any rearrangement and redevelopment of the apartments shall be possible only subject to preliminary written coordination with the Operating Company and in strict compliance with the norms and requirements of legislation of the Russian Federation;

3.7 It shall be possible to keep pets in the apartments only subject to coordination with the Operating Company and in accordance with the Civil Code of the Russian Federation, sanitary and hygienic norms, and local regulatory documents of the city. It is prohibited to keep fight dogs.

3.8 Use of musical instruments, TV sets, radio, tape recorders, and other loudspeaker devices shall be possible, subject to regulation of the sound level within the limits of applicable standard values. To ensure the peace of other Users, it is necessary to observe complete silence from 10.00 p.m. to 8.00 a.m.

3.9 Sanitary norms of use of the apartments, as set out for premises of such type in legislation of the Russian Federation, shall be strictly observed. Avoid putting into drain holes (sinks, toilets, washing machines, etc.) for dumping into sewage pipes any poisonous and harmful chemical substances, as well as solid items, which may cause sewage system failure or exceeding of permissible concentration of harmful substances in the sewage drains of the Complex.

3.10 Users of the apartments shall bear responsibility for violation of the above-mentioned rules in accordance with applicable legislation of the Russian Federation.

4. Following shall be prohibited for the Users:

4.1 To clean the apartments with the use of petrol, kerosene, and other flammable and combustible liquids;

4.2 To carry out noisy works with the use of special equipment and tools (perforators, chippers, drills, hammers, etc.) before 10.00 a.m. and before 12.00 p.m. on week-ends and public holidays and after 6.00 p.m., as well as from 1.00 p.m. to 3.00 p.m. (due to daytime nap);

4.3 To carry out works with the use of equipment and tools, that cause exceeding of standard permissible noise level and vibration level;

4.4 To carry out works without implementation of special measures to eliminate leakages in adjacent apartments, crack formation, and destruction of walls and ceilings;

4.5 To carry out any actions with equipment of the fire alarm system, water fire extinguishing system, and notification system;

4.6 Tenants are prohibited to carry out any renovation works without prior coordination with the premise owner and the Managing Company.

USE OF THE COMMON PROPERTY

5. Users shall ensure the following:

5.1 Use the items of common property only for the purposes for which they are intended;

5.2 Carefully treat common property and avoid its damaging or contamination; carefully treat amenities and green spaces and avoid contamination thereof;

5.3 Comply with sanitary and hygienic norms and rules, maintain cleanliness and order at all premises and within the area of the complex;

5.4 At the time of movement and walking of pets, keep them on a leash and muzzled (regardless of the size);

5.5 Avoid walking pets within the area of the Complex, at children's and sports grounds;

5.6 At the time of the area cleaning works carried out by the Operating Company, ensure required movement of the User's vehicle in order to ensure safe and smooth implementation of such works;

5.7 In case of loss or damage of common property through the fault of the User, reimburse the loss in accordance with applicable legislation of the Russian Federation.

5.8 Tenants of the underground parking shall park their personal vehicles only at their respective parking lots, if this condition is ignored, the tenant will be charged for parking services in accordance with applicable tariff

6. The following shall be prohibited for the Users:

6.1 Install additional doors. (in violation of the design)

6.2 Change the direction of door opening (in violation of the design) from the apartments to the common corridor (staircase landing), as this prevents smooth evacuation of people or deteriorates conditions of evacuation from adjacent apartments;

6.3 Install blind grids on windows and openings at common areas;

6.4 Alter the layout and arrangement of the common areas;

6.5 Obstruct staircases and other common areas with furniture, belongings, flammable materials, equipment, bicycles, strollers and wheelchairs, garbage bags, etc.;

6.6 Install TV and other antennas and other devices, lay power and telephone cables on walls, roof, and other common areas; Installation of ACs shall be possible only subject to preliminary written coordination with the Operating Company.

6.7 Post announcements at staircases, in elevators, on doors, etc.; disseminate any information and advertising materials within the area of the Complex.

6.8 Throw or store garbage (including temporarily) anywhere (at the common areas, within the area of the Complex, etc.), except for the special garbage chutes or waste bins;

6.9 Obstruct and contaminate escape routes and other common areas with

construction materials and construction waste;

6.10 Park vehicles on lawns, children's grounds, walking paths, at the areas of fire-fighting passages, at container sites, and other places not meant for this purpose;

6.11 Wash and repair vehicles within the area of the Complex;

6.12 Arrange within the area of the Complex parking and/ or storage of dilapidated and broken vehicles, parking of freight and special vehicles with the capacity of over 1.5 tons, as well as parking of buses with the capacity of over 10 people;

6.13 Cut down bushes, trees or flowers without permission and commit any actions disturbing grass cover of the lawns;

6.14 Install any fences, garages, and other structures within the area of the Complex without permission;

SAFETY RULES

7. In order to ensure safety of the Users and their guests, these rules provide for a system of measures to control access to the area and building of the Complex:

7.1 Entry to the building and exit from it are 24/7 via the Main Entrance. Other entrances and exits are for service purposes.

7.2 Security officer may request ID document of any User or their guest;

7.3 Access to the apartments and common areas is ensured with the use of individually encoded electronic keys; each registered guest is provided with maximum one key. Guests shall pay for the keys in accordance with current price list.

7.4 To receive a visitor, the User shall personally meet the visitor at the hall and proceed with them to the apartments;

7.5 Full responsibility for guest presence in the apartments and at common areas shall be assigned to the User having invited them;

7.6 User shall notify the Operating Company on guest stay in the apartments (for more than 1 day), and register their guests with on duty administrator using their ID document and rent agreement/ application for shared rent.

7.7 It is prohibited to pass electronic keys to third persons;

7.8 Additional electronic keys are manufactured upon personal written request of the User in accordance with the Price List;

7.9 Electronic key is provided to the User upon presentation of ID document;

7.10 Entrance doors of the apartments shall be kept closed.

8. Users acknowledge and agree with the fact of use of CCTV systems at the common areas (except for toilets).

9. It is prohibited to pass to the reception desk any envelopes, packages, bags,

boxes, parcels, etc. for storage and/ or transfer to other persons.

10. Users shall ensure advance notification of the Operating Company on their long term absence (over 10 days), and provide phone numbers of their trusted persons to be contacted in case of emergency.

11. Users shall strictly observe fire safety rules and avoid formation of fires. Avoid use of open fire. In case of a fire, it is obligatory to immediately notify administration of the Complex and leave the premises via escape stairs in accordance with the evacuation plan posted in the corridor at each floor.

12. It is prohibited for Users to store weapons, ammunition, explosive, chemical, radioactive, toxic, and flammable substances, explosive devices, narcotic and psychotropic substances, as well as other items posing threat to public safety and order.

13. The Users who, considering their line of work, have the right to bear and to keep arms, shall at the request of a security officer produce documents confirming such right. The Users are in any case prohibited from openly carrying any types of weapons, as well as special munition, even when in the pursuance of their duties.

14. It is prohibited to consume alcohol, as well as to be present at common areas under the influence of alcohol or drugs.

15. It is prohibited for persons with detected infectious and epidemiological diseases to be present at common areas.

16. It is prohibited for persons violating public order and behaving clearly aggressive towards others to be present at common areas.

SMOKING WITHIN THE COMPLEX

17. It is prohibited to smoke tobacco, smoking mixtures, and hookahs on the territory of the complex, in particular, in elevators, apartments, and corridors.

18. In accordance with Federal Law "On Protecting the Health of Citizens from Exposure to Ambient Tobacco Smoke and the Effects of Tobacco Consumption" No. 15-FZ dated 23.02.2013, smoking is prohibited in all common areas and all premises comprising common property.

19. Should any instances of smoking be discovered, infringers shall incur a penalty in accordance with the current legislation of the Russian Federation.

LIABILITY FOR NON-COMPLIANCE WITH THE RULES

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

21. 8.2 Infringement of the Rules shall be confirmed with the relevant Certificate drawn up by the authorized representative of the Operating Company in the presence of witnesses.

22. In case of the User's non-compliance with these Rules, the Operating Company shall be entitled to impose a penalty in accordance with the current Price List and to demand that the User reimburse it fully for the losses incurred through the User's fault.

FINAL PROVISIONS

23. The Operating Company shall notify the User in advance of any meter inspection, garbage collection from the territory, and any other activities by putting up the relevant notices at the front desk or on information stands.

24. These Rules, as well as the current Price Lists and information on the Operating Company are available on a round-the-clock basis at the front desk or on information stands.

DISPUTE SETTLEMENT PROCEDURE

25. Any disputes and disagreements shall be settled through negotiations.

26. Violation of these Rules, rules of sanitary maintenance of common areas, staircases, entrances, and adjacent areas, violation of the rules of use of the apartments and utility equipment, mismanagement of the same, as well as refurbishment and redevelopment of the apartments without permission, their inappropriate use, damaging of the apartments, equipment of the apartments, and amenities shall result in criminal and administrative responsibility in accordance with legislation of the Russian Federation.

