

# INTERNAL REGULATIONS OF YOUTHMENTS LIVING

## 1. GENERAL REGULATIONS

1.1. These regulations determine the internal rules of the Youthments Ltd. (hereinafter - lessor) rental apartment building "YouthMents Living" in Riga, 4 Aiviekstes Street (hereinafter - company). These regulations apply to any person, who visits or uses the company's premises or its territory. For tenants, these regulations are a part of their residential tenancy agreement.

1.2. The company's apartments are intended for any person over the age of 18. The company is not suitable for people who need help or supervision on a daily basis.

1.3. The activities specified in these regulations shall be performed on behalf of the lessor by the company's manager or administrator appointed by the lessor, or by another person appointed by the lessor.

1.4. The lessor has the right to use video surveillance in the company's common areas and surroundings, and to process other personal data of tenants, guests and visitors. Information on personal data processing can be found on the website [www.youthments.com](http://www.youthments.com).

## 2. TENANTS AND VISITORS

2.1. Tenants, guests and visitors must present their identity document (passport or ID card) if requested by the lessor.

2.2. For long-term tenants and short-term guests (hereinafter – tenants) the company's premises are available 24 hours a day, seven days a week.

2.3. Tenants are allowed to receive visitors. The tenant is fully responsible for the behavior and actions of his/her visitor(s).

2.4. Visitor(s) can stay in tenant's apartment overnight as guests only. It's not allowed to accommodate visitor(s) for one week and more in a row. The record of the lessor's hallway surveillance cameras is sufficient proof for the overnight visitor(s) for one week and more in a row.

2.5. The lessor is not obliged to provide any services to the tenant's visitor(s), nor any living conditions. Visitor(s) take care of the safety of their belongings by themselves.

2.6. The lessor may expel a visitor from the company's premises at any time in the following cases:

2.6.1. if the visitor is under the influence of alcohol, drugs or other obvious intoxication;

2.6.2. if the visitor insults or endangers other persons;

2.6.3. if the visitor damages the company's premises or equipment;

2.6.5. if the visitor violates these regulations.

2.7. The lessor may terminate the residential tenancy agreement or cancel a short-term reservation without any refund, if the tenant continues to receive the visitor(s) that the lessor has already expelled.

## 3. HOME RULES

### 4. General

4.1. The tenant shall immediately notify the lessor of the observed damage to the apartment and equipment. The tenant shall inform the company's staff of any such damages by sending these notifications to the lessor's e-mail address [info@youthments.com](mailto:info@youthments.com).

4.2. The tenant can inform the lessor of any suggestions regarding the company's operations by sending an e-mail to the lessor.

### 5. The use of premises and equipment

5.1. When using the equipment and inventory on the company's premises, both the tenant and the visitors need to follow the instructions of the lessor, which may be placed in the relevant places in a form of a text or an image.

5.2. It is prohibited to remove any kind of the furniture and equipment from the apartment or common areas.

5.3. It is forbidden to modify apartment and common areas, in particular, to build new structures, rebuild or modify existing ones, repaint surfaces etc. It is forbidden to attach objects to the walls, ceilings, floors, windows or doors in such a way that the fastenings leave traces after they have been removed, and to write or draw on these surfaces or equipment. It is forbidden to drive nails into the walls, floors or ceilings and otherwise damage the wall decoration and painting.

5.4. It is forbidden to keep personal belongings in common areas, except for places or premises that are created for such purpose (for example, bicycle storage). Only items suitable for such a place or premise can be stored there.

5.5. It is forbidden to place objects on the outside window sills, hang them out of the window.

5.6. Pets are not allowed in the company's premises (including insects, reptiles, birds, fish).

5.7. When entering or leaving a room through a door that requires access means (codes, cards, keys, etc.), both the tenant and the visitors shall make sure that the door closes after them so that it cannot be opened without using the appropriate access means. This rule does not apply to the door of the tenant's apartment while the tenant is in the apartment.

5.8. It is forbidden to arbitrarily enter the premises where tenants or visitors do not have access to (for example, technical rooms, staff rooms, other apartments, roof).

5.9. It is forbidden to use a portable stove, grill or other objects that may cause smoke in the apartment.

5.10. It is forbidden to block, remove or tamper with the smoke detector in the apartment or common areas. Failure to respect this rule will result in a fine of 50 EUR.

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5.11. Check-out time is 12 PM. At the time of the check-out, the tenant leaves the apartment key as well as the bicycle storage key in the keybox near the apartment. In case of not leaving or losing the key, the tenant pays the lessor a fine of 10 EUR per key.

### **6. Order and cleanliness**

6.1. The tenant regularly cleans the rented apartment to ensure that the apartment complies with sanitary, hygiene, fire safety and other operational requirements, and to ensure the good appearance of the apartment.

6.2. The tenant regularly carries out the waste from the rented apartment to the waste containers in the courtyard. The tenant follows the lessor's instructions on recycling. It is forbidden to leave waste in common areas. It is forbidden to dispose waste (including food/beverages with residue) into sewer pipes.

6.3. The lessor is not responsible for dirty common areas left by the tenants or their visitors. The company's staff performs the cleaning of common areas according to a pre-arranged schedule and to the extent that working hours allow it. Common areas are not cleaned on weekends and public holidays.

6.4. For hygiene reasons, the lessor provides a mattress and pillow protector. It is forbidden to remove these protectors. Failure to respect this rule will result in a fine of 50 EUR.

6.5. The tenant shall ensure the observance and fulfillment of the requirements of personal hygiene to such an extent that it does not endanger the health of other persons and does not make the presence of the tenant unpleasant due to non-observance of hygiene.

### **7. Behaviour**

7.1. Tenants and visitors must follow the generally accepted norms of good behavior in the Republic of Latvia. The right to privacy of other tenants must be respected. Tenants' right to privacy may not be used as an excuse for violating or concealing breaches of the residential tenancy agreement or these regulations.

7.2. Activities that are considered incompatible with courtesy or public order in Latvia are prohibited in the common areas of the company.

7.3. It is forbidden to campaign with words, actions, inscriptions or images of any political, religious or philosophical views in the company's common areas. It is forbidden to offend other persons by words or actions in connection with such views.

7.4. The tenant and his/her visitors shall respect the sleep of other tenants by maintaining silence in the apartment, corridors and common areas between 11 PM and 8 AM. Tenant does not perform any activities that could be heard in the apartments of other tenants (loud music and TV, dancing, screaming etc.). Also at other time, anyone staying at the company's premises makes sure that their activities disturb other tenants in their

apartments as little as possible. Any type of event with an increased noise level must end at 11 PM.

7.5. The lessor is not responsible for the noise of the tenants and their visitors after 11 PM and is not obliged to deal with this situation. If the tenant is disturbed by his/her neighbor or activities in the common areas, then, firstly, this should be resolved through negotiation. If this does not work, the tenant has the right to call the municipal police by calling 110 and reporting a disturbance of public order.

### **8. Caution**

8.1. When leaving the apartment, the tenant ensures that all windows in the room are closed, all electrical appliances (except refrigerators and similar appliances) are turned off, water taps are closed, no dishes are left on the stove, there is no open flame, no smoldering or hot objects, and the light of the room is switched off.

8.2. It is forbidden to use electric heating equipment and damaged or self-made electrical equipment. It is forbidden to repair and change the wiring system, break open the electrical control panels, change fuses.

8.3. It is allowed to simultaneously operate electrical appliances that do not exceed permitted power capacity of the apartment.

8.4. It is forbidden to use naked flame, pyrotechnics and burning smoky objects such as candles, incense, sparklers and the like, inside the building and apartment.

8.5. It is forbidden to leave turned on stove, microwave and/or oven in the apartment unattended.

8.6. It is obligatory to use the cooking hood at the time of the cooking.

### **9. Emergency situations**

9.1. In the event of fire, the tenant or the visitor should immediately evacuate the building and report it to the fire and rescue service by calling 112.

9.2. In the event of an emergency (theft, break-in, aggression etc.), the tenant or the visitor should immediately report the incident by calling the police 112.

9.3. If emergency medical assistance is required, the tenant or the visitor should immediately report it to the ambulance by calling 112.

9.4. If the lessor needs to enter the tenant's rented apartment due to planned work, then the lessor notifies the tenant in advance. The lessor has the right to enter the tenant's apartment without notice, if it is related to an emergency situation, or if there is a suspicion of a violation of the law, the residential tenancy agreement or these regulations.

9.5. Forgetting the key in the apartment is not considered an emergency situation and the company's staff does not have to solve it immediately. In this case, you should contact the company's staff by phone or by writing a message on

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WhatsApp. The company's staff will respond to the situation according to the possibilities.

### **10. Use of services**

10.1. The tenant and the visitors sparingly use electricity, water and heating. When the apartments are heated, the indoor temperature is regulated by the temperature controllers of the heaters. During this time, the windows of the apartments must be kept tightly closed, except for the ventilation of the apartment, which is allowed for no more than five minutes at a time and no more than twice a day.

10.2. When using the internet connection available in the company's premises, the tenant ensures that it is not used for illegal purposes. The internet connection provided by the lessor is intended for daily household and study needs. It is forbidden to transfer large amounts of data in such a way that it significantly affects the speed of the internet connection to other users. The lessor has the right to disconnect the internet in the tenant's apartment if it is used contrary to the above mentioned intentions, or if it is used in an uncharacteristic amount or manner (for example, hosting servers or storing data from other places, by connecting computers to the computer network, the computing power of which is used for the needs of other persons, controlling the use of such computers from the company's computer network, and the like).

10.3. The car may be parked in company's courtyard only in the designated parking spaces and only with a company's issued permit placed on the windshield. The permit is in the apartment on the table. One permit is provided for each apartment. The permit does not guarantee a parking space. The company is not responsible for the fine imposed by the municipal police if the permit was not placed on the windshield. The permit must be returned to the apartment on the day of departure. The lessor is not responsible for any damage to the tenant's car.

10.4. The bicycle must be locked in the bicycle storage with a bicycle lock. The lessor is not responsible for the safety of the tenant's bicycle in the bicycle storage.

### **11. Intoxicating and dangerous substances**

11.1. It is forbidden to smoke inside the company's premises, including electronic cigarettes or their derivatives. The smell of smoke in the apartment shall be considered as evidence of such activities in the apartment. Smoking (including vaping) is allowed only in specially designated areas in the courtyard.

11.2. It is forbidden to use, store or sell drugs, explosive, flammable, toxic and radioactive substances and other objects that are prohibited. The tenant ensures that none of the above mentioned substances and objects are brought into the company's premises or used by tenant's visitors. A person may face criminal liability for storing and selling narcotic substances.

11.3. It is forbidden to cultivate plants that can be used to produce narcotic or psychotropic substances in the company's premises and territory.

### **12. ADDITIONAL FEES**

12.1. If the tenant or his/her visitors breaches these regulations or the residential tenancy agreement, he or she pays the lessor contractual penalty. If the penalty isn't paid, then it may be deducted from the tenant's security deposit or a legal action may be taken.

12.2. If a smoke detector is activated in the tenant's apartment due to the activities of the tenant or tenant's visitor and the tenant is not in the apartment to turn it off or the tenant can't turn it off by himself for some reason, then the tenant shall pay the penalty for the arrival of the company's staff or security service.

12.3. If the tenant or his/her visitors breaches these regulations or the residential tenancy agreement, he or she pays the lessor a contractual penalty in the following cases and in the following amount:

12.3.1. New apartment or bicycle storage key – 10 EUR / key;

12.3.2. Lock replacement for apartment door – 50 EUR;

12.3.3. Activation of the smoke detector – 50 EUR;

12.3.4. Tampering with the smoke detector – 50 EUR;

12.3.5. Chemical cleaning of the mattress (if the protector was not used) – 50 EUR;

12.3.6. Leaving a dirty apartment after departure – 30 EUR;

12.3.7. Smoking in the company's premises – 100 EUR;

12.3.8. Cancellation of the residence declaration – 30 EUR;

12.3.9. Contractual penalty for breaching these regulations, unless specified otherwise – 50 EUR.