

1. PURPOSE AND SCOPE

These rules apply to [building / estate name] and govern the use of the common parts, the sharing of expenses, the upkeep of the building's appearance and the running of the management. They bind owners, holders of rights and everyone living in the building.

2. USE OF THE COMMON PARTS

The common parts may be used between [hours of use]. Nothing may be stored there; escape routes and fire doors are kept clear at all times.

3. SHARING OF EXPENSES

Common expenses are shared on the basis of [key: ownership share / equally / floor area]. Charges fall due on the [day] of each month.

4. APPEARANCE OF THE BUILDING

No change to the façade, the balconies or the common parts may be made without notice to the management and a resolution of the owners.

5. MANAGEMENT

The manager is appointed for [term]. The management records income and expenses and submits the annual account to the owners for approval.

6. ENTRY INTO FORCE

These rules were adopted by resolution no [resolution no] of [date] and came into force on [date].

[This text is a neutral skeleton. Fill in the square brackets with your building's details, check it against the law of your country and have it adopted by a resolution of the owners.]

This document is the recorded text of the rules. Versions are never deleted; an incorrect version is flagged with its reason.