

## Repairs – Tenant Responsibility



It is your responsibility to carry out, or pay for, repairs to the Property, which have been caused by yourself, members of your family, visitors to The Property and/or pets in order to keep it in a tenable condition.

<b>INTERNAL REPAIRS</b>	<ul style="list-style-type: none"> <li>• All decorations to The Property must be kept in a clean, tidy, hygienic and tenable condition at ALL times.</li> <li>• Replacing light bulbs; fluorescent tubes, starters and fuses (this does not include external security lights).</li> <li>• Replacing floor coverings – other than specialist floor coverings installed by Witton Lodge Community Association in kitchens and bathrooms.</li> <li>• Repair or re-fixing pelmets, skirting boards, architraves, dados, curtain rails, battens, picture rails and hat/coat hooks.</li> <li>• Filling minor cracks in wall plaster.</li> <li>• Altering kitchen units to fit in new appliances - <b><i>you will need written permission from Witton Lodge Community Association before undertaking such alteration.</i></b></li> <li>• Replacing plugs and chains to baths, basins and sinks.</li> <li>• Re-fixing or replacing bathroom fittings such as toilet roll holders and toilet seats.</li> <li>• Repairing or re-fixing cupboard catches, handles and fixings.</li> <li>• Lubricating hinges and locks.</li> <li>• Preventing build up of condensation in The Property (see over the page for advice).</li> </ul>
<b>EXTERNAL ALTERATIONS, REPAIRS AND MAINTENANCE</b>	<ul style="list-style-type: none"> <li>• Repairing or replacing washing lines unless in a communal area or fitted by Witton Lodge Community Association.</li> <li>• Repairing/re-fixing or replacement of locks, catches, bolts to gates or sheds not installed by Witton Lodge Community Association.</li> <li>• Providing extra security locks, bolts and chains etc. to doors, gates, sheds and out-buildings.</li> <li>• Cutting extra keys for doors or window locks.</li> <li>• Replacing keys and locks where keys have been lost or stolen, as well as any repairs caused by forcing or gaining access to The Property if you lock yourself out. <b><i>Lock replacements will be carried out in cases of evident criminal damage and for which a crime number is obtained usually (suggest removing) within two days of the incident or two days of the discovery of the incident.</i></b></li> <li>• Environmental treatment of rats, wasps, ant nests, other vermin or flea and beetle infestation.</li> <li>• Repairing, re-fixing, replacing or adjusting door chains, door numbers and letter plates/covers or door knockers and door bells if battery operated (suggest removing).</li> <li>• Replacement/provision and maintenance of fencing to a higher standard than original – <b><i>you will need written permission from Witton Lodge Community Association before undertaking such alteration.</i></b></li> </ul>

	<ul style="list-style-type: none"> <li>• Repairing, re-fixing or replacing TV aerials not fitted by the Association.</li> <li>• Broken glazing – <b>Glazing repairs will be carried out in cases of evident criminal damage and for which a crime number is obtained.</b></li> <li>• Keeping the property secure at all times.</li> <li>• Maintaining The Property’s front/rear/side gardens – <b>you will need written permission from Witton Lodge Community Association before undertaking major alterations to the layout of any gardens visible from the street.</b></li> <li>• Fitting and maintenance of satellite dishes – <b>you will need written permission from Witton Lodge Community Association before undertaking such installations.</b></li> </ul>
<b>PLUMBING</b>	<ul style="list-style-type: none"> <li>• Preventing blockages to sinks, basins and showers etc.</li> <li>• Clearing blockages to sinks, basins, baths and showers if the blockage is within The Property.</li> <li>• Plumbing and/or fitting of appliances e.g. washing machines, dishwashers and cookers.</li> <li>• De-scaling of taps, sinks, baths and toilet pans.</li> </ul>
<b>ELECTRICAL</b>	<ul style="list-style-type: none"> <li>• Setting and resetting timer equipment.</li> <li>• Resetting of electrical circuit breakers (Fuse box).</li> <li>• Testing of smoke detectors/carbon monoxide detectors.</li> <li>• Replacement/back-up batteries to smoke detectors.</li> <li>• Providing additional power sources, light fittings and sockets – <b>you will need written permission from Witton Lodge Community Association before undertaking such alterations.</b></li> </ul>
<b>SOLAR PANEL SYSTEM</b>	<ul style="list-style-type: none"> <li>• Paying for any damage caused by you, members of your family, visitors to The Property and/or pets, to the generation meter situated on the ground floor.</li> <li>• Paying for any damage caused by you, members of your family, visitors to The Property and/or pets to the AC isolator switch, situated on the ground floor.</li> <li>• Paying for any damage caused by you, members of your family, visitor’s to The Property and/or pets to the inverter situated in the loft.</li> </ul>
<b>MISCELLANEOUS</b>	<ul style="list-style-type: none"> <li>• Preventing deterioration to the Property, by reporting repairs that are the Association’s responsibility promptly.</li> <li>• Maintenance, repair or replacement of any items installed by yourself.</li> <li>• Preventing damage to The Property from cold weather conditions.</li> <li>• Repairing and replacing as a consequence of damage deemed to be caused deliberately or negligently by you, members of your family, visitors to The Property and/or pets.</li> </ul>

<b>The following guidelines are in regard to preventing moisture build up in The Property:</b>
1. Keeping The Property well ventilated, in particular the bathroom and kitchen as a result of bathing, washing, indoor drying of clothes and cooking. This means opening windows and doors and using any extractor mechanisms that may be in The Property.

2. Not using unventilated tumble dryers, cookers or heaters or other appliances that generate moisture without using proper ventilation during and after use.
3. Not blocking or obstructing air vents or other means of ventilation.
4. Keeping the Property sufficiently heated by using any heating Witton Lodge Community Association has provided in The Property.
5. Not overcrowding the property with people and/or goods.
6. Preventing damage to woodwork and plasterwork by regularly wiping down and drying any surfaces and windows where moisture settles. If mould growth develops, you must clean it off using a fungicidal solution.
7. Taking reasonable steps to prevent heat loss, such as fitting draught excluders strips to the letterbox, external doors and window frames.