

# Maintenance Responsibilities Checklist

# COBB AMOS

SALES | LETTINGS | AUCTIONS | NEW HOMES

| Maintenance Issue                                           | Landlord | Tenant | Comments                                                                                                                                                         |
|-------------------------------------------------------------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Replacing taps                                              | ✓        |        |                                                                                                                                                                  |
| Replacing taps washers                                      | ✓        |        |                                                                                                                                                                  |
| Replacing light bulbs                                       |          | ✓      | Including those in appliances and outside lighting                                                                                                               |
| Replacing consumables                                       |          | ✓      | Filters, batteries etc                                                                                                                                           |
| Tightening screws                                           |          | ✓      | Curtain poles, door handles, kitchen cupboards etc                                                                                                               |
| Mowing lawn, weeding, clearing leaves and general gardening |          | ✓      |                                                                                                                                                                  |
| Light pruning                                               |          | ✓      | Do not cut down or undertake severe pruning of mature plants, shrubs etc without the landlord's permission                                                       |
| Cleaning of patio / paving                                  |          | ✓      | To avoid slip hazards                                                                                                                                            |
| Removal of moss & leaves from gutters                       | ✓        |        | It is your responsibility to notify the landlord if the gutters need cleaning, clearing or repairing                                                             |
| Bleeding radiators                                          |          | ✓      |                                                                                                                                                                  |
| Radiator leaks                                              | ✓        |        | If caused by erosion or wear, however it is your responsibility if you have caused the damage *                                                                  |
| Re-igniting pilot light / boiler (initial troubleshooting)  |          | ✓      | As long as you have been provided with a manual / instructions, you should undertake initial troubleshooting before reporting it to the landlord                 |
| Boiler maintenance and servicing                            | ✓        |        |                                                                                                                                                                  |
| Replacing fuses                                             |          | ✓      |                                                                                                                                                                  |
| Appliance repairs                                           | ✓        |        | Unless the damage is caused by you*                                                                                                                              |
| Appliance upkeep                                            |          | ✓      | Includes filter and general cleaning, checking pipes, adding chemicals as required etc                                                                           |
| House alarm servicing                                       | ✓        |        | If the system is used by you, any security company charge should be paid by you                                                                                  |
| Electrical repairs / checks                                 | ✓        |        | Unless the damage is caused by you*                                                                                                                              |
| Unblocking drains                                           | ✓        | ✓      | Please refer to your tenancy agreement for full details                                                                                                          |
| Replacing shower heads, clasps, hoses                       | ✓        |        | Unless the damage is caused by you*                                                                                                                              |
| Tightening clasp fittings, towel rails etc                  |          | ✓      |                                                                                                                                                                  |
| Cleaning and de-scaling of showers and shower heads         |          | ✓      |                                                                                                                                                                  |
| Shower plumbing / electrical repairs                        | ✓        |        | Unless the damage is caused by you*                                                                                                                              |
| Repairs to bath and shower seals                            | ✓        |        |                                                                                                                                                                  |
| Preserving bath and shower seals                            |          | ✓      |                                                                                                                                                                  |
| Damp - external                                             | ✓        |        | Unless this is caused by you (e.g. poor installation of satellite cabling)*                                                                                      |
| Damp - internal                                             | ✓        | ✓      | If the damp is a result of your lifestyle, it is your responsibility                                                                                             |
| Locks                                                       | ✓        | ✓      | Depending on the cause of the problem*                                                                                                                           |
| Chimneys                                                    | ✓        | ✓      | The landlord is responsible for having the chimneys swept prior to your tenancy; it is your responsibility to arrange this during and at the end of the tenancy* |

\*Work to be undertaken by a suitably qualified contractor