

## Other useful information

Responsibilities Reference Table



Maintenance Issue	Landlord	Tenant	Comments
Replacing taps	✓	✓	
Replacing tap 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 & 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 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 & servicing	✓		
Replacing fuses		✓	
Appliance repairs	✓		Unless the damage is caused by you*
Appliance upkeep		✓	Includes filter & 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*
Repairs to bath & shower seals	✓		
Preserving bath & 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

Please note that if we or the landlord arrange for maintenance work to be undertaken and the fault is found to be caused by you, you will be responsible for the cost. Normally you do not need to be at home when maintenance work is being undertaken; we can liaise with the contractor for access.