

# Responsibility for maintenance

## Your maintenance responsibilities

As the tenant, you are responsible for keeping your property clean and in good condition. Never attempt serious repair work on the property, such as electrical, plumbing, or structural work.

## Reporting problems

- Report any damage as soon as it happens
- Report gas, water leaks and electrical faults immediately
- Report health and safety issues immediately (e.g. unsafe stairs, smoke alarm not working)
- Report any problems with the roof, gutter leaks, dripping taps, etc.

## Cleanliness

- Clean ceilings, walls, floors, fixtures and fittings
- If applicable, tidy the garden and mow the grass regularly
- Remove and dispose of all rubbish
- Keep the home free of pests

## General items

- Change light bulbs in your home (except common areas, such as stairwells and car parks)

## Smoke alarms

- Test smoke alarms every month

## Termites

- Check for termite activity and report it as soon as you see it
- Don't put garden beds against house walls, as it can cause structural problems and encourage termites (white ants)

## Improvements

- Don't install improvements or renovate your home without ACHC approval

## Hot water system

- Check the hot water system for leaks (it's normal for overflow pipes to drip sometimes, particularly in cooler weather)

## Sewerage

- Don't flush anything down the toilet except human waste and toilet paper
- Use only biodegradable products in toilet cisterns and bowls, especially in septic systems. Check the labels
- Don't plant trees near sewerage and drainage pipes, or within 3m of the house, as this may cause structural problems to foundations, roof and guttering

## Inspections

- Allow us to access your property for inspections and repairs. We will give you the notice required by law