

Fact Sheet

Maintenance - Your Responsibility

You are responsible to advise the Association when repairs are needed or damage has occurred.

Your are responsible for keeping your property reasonably clean and tidy at all times, including:

- ◇ Lawns and garden are to be kept neat, tidy and watered (according to water restrictions in force), shrubs pruned (up to 2.5m) and grounds are to be kept free from rubbish, timber etc.
- ◇ Maintaining clothesline – bent arms and broken wire are your responsibility.
- ◇ Maintenance of letterboxes and replacement of keys/additional keys.
- ◇ Driveways must be kept clean and free of oil and petrol stains.
- ◇ Maintain fences in good condition – vandal damage and damage caused by you family, friends or pets is considered tenant damage.
- ◇ Keep eaves/other areas free of cobwebs.
- ◇ Replace/repair damaged fly screens using correct materials and trade quality workmanship.
- ◇ Restore any areas damaged by picture hooks, stickers etc.
- ◇ Prevent buildup of mould on walls and other surfaces (keep windows open, use exhaust if provided, wipe water from windows etc).
- ◇ Prevent damage to flooring (scratches, stains, chips etc are considered tenant responsibility). Clean spills on carpet as soon as they occur. Professional carpet cleaning at the conclusion of your tenancy will only remove surface dirt, so extra care needs to be taken to clean up spillages as soon as they occur.
- ◇ Ovens, grillers, cook tops, range hoods, exhaust fans, cupboards, bench tops and shelving are to be kept clean and free of dirt, grease and fat as this can be a fire hazard. Regular thorough cleaning (at least once a month) is recommended. You are required to replace missing/damaged components.
- ◇ Kitchen, laundry, bathroom and toilet plus all fittings to be kept in clean, mould free condition. Toilets should be cleaned at least once a week, soap scum on baths, showers and basins removed at least once a week.
- ◇ Don't put anything other than toilet paper down the toilet – blockages (other than caused by tree roots or out of your control) will be your responsibility. Never pour fat down the sink. Regular use of Drano or bi-carb soda and other cleaning products is recommended.
- ◇ Cleaning filters in fans and air conditioners if installed.
- ◇ Keep gutters and down pipes clean and free of leaves or other materials (single storey houses).
- ◇ Replacement of light globes.
- ◇ Arrange repair of broken glass – almost all broken glass is considered your responsibility.
- ◇ Pest control after the first 90 days of tenancy is your responsibility. Every effort must be made to keep the premises free of ants, rats, mice, silver fish, cockroaches, fleas and other vermin. The Association is responsible to remove European wasps.
- ◇ Repair damage by you, our family or guests using qualified trades people.
- ◇ In the event of a gas leak, you should immediately turn gas off at meter and at the appliance and report the repair required.
- ◇ Maintain/replace battery in smoke detectors other then long life batteries (10 years).

Your will be charged for repairs in instances where damage has been caused by you, your family, or guest, or where usual wear and tear does not seem likely to be the cause of damage. This includes almost all instances of broken glass, holes in walls, and in single storey homes - blocked gutters.