



Maintenance Addendum

Property: _____

PURPOSE. The purpose of this Addendum is to give you, the Tenant, specific examples of things you are responsible for maintaining during the term of your lease so that you will have a better understanding of your obligations under the lease. **It does not list everything you are responsible for maintaining.** Depending on what type of residence you are leasing (condo, single-family house, duplex, etc.) and what kind of improvements it contains, some items on the following list may not apply to you.

GOOD HOUSEKEEPING IS EXPECTED OF EVERYONE.

VEHICLES

- You and your guests may park only in designated areas and not on the grass.
- Keep driveways free of oil and grease.
- Do not keep inoperable or unlicensed vehicles on the property.
- You or your guests may not work on motor vehicles in the parking lot, street or driveway.

LIGHTS, FILTERS, FUSES, ETC.

- Replace burned-out electric light bulbs and blown fuses.
- Reset tripped circuit breakers.
- Leave working light bulbs in all electrical sockets at the end of tenancy.
- Relight oil or gas furnaces and hot water heaters.
- Replace heating/air conditioning filters monthly.
- Leave a new filter in the air return at the end of tenancy.

CARPETS

- Use of a professional carpet cleaning service to steam clean carpets during tenancy is recommended.
- Home machines may be used to clean carpeted areas at tenant's own risk. Tenants will be held responsible for any damage, discoloration, mildew, etc. that may occur from home machines

FIRE SAFETY

- If you have never used a fireplace before, ask for instructions on how to use it.
- Tenant is responsible for cleaning the fireplace if they want to use it.
- Do not store ashes in trash cans.

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- Do not build a wood fire in a fireplace that has connections for gas logs.
- Do not use kerosene heaters.
- Do not use grills within 10 feet (horizontally or vertically) of anything that will burn.

WATER LINES.

- Tenant is responsible for knowing the location of the water main shut-off and how to shut the water off in the event of a water leak.

PEST EXTERMINATION

- Keep the Premises free from visible infestations of roaches, ants, hornets, bees, mice and other pests.
- Tenant is responsible for any pest extermination fees after the first 30 days of occupancy.

LOCKS

- Do not change or remove any existing locks or add any additional locks without the property manager's written permission.
- Immediately provide property manager keys for any changes or additional locks.

MOLD AND MILDEW. To help prevent mold and mildew from accumulating in the Premises:

- Clean and dust the Premises on a regular basis.
- Remove moisture on windows, walls, and other surfaces as soon as possible.
- Immediately notify the property manager of any evidence of a water leak or excessive moisture or standing water.
- Immediately notify the property manager of the presence of mold, mildew, or similar growth in the Premises after you have attempted to remove it using common household cleaning solutions or anti-microbial products.

EXTERIOR MAINTENANCE

- Mow the grass in a timely manner.
- Clean any gutters and trim any shrubs at least semi-annually.
- Keep the porches, patios, balconies, and front and back yards free of clutter, unsightly items, and other personal articles.
- Comply with all Home Owners Association rules and regulations concerning the property.

HVAC

- Replace HVAC filters monthly.
- Pour one cup of vinegar down the primary condensation drain monthly.
 - Clogged primary condensation drain work orders will be charged to the tenant.
- Shut off the HVAC system if there is a leak present to stop any further damage to the property.
 - Any damages to walls, floors, etc. caused by not shutting off the system will be charged to the tenant.

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NOTE: HVAC Systems are expensive to repair and preventative maintenance and care will keep the system running at its peak performance.

REPAIRS

- If you do not keep an appointment to be home for maintenance or repair work, the worker's time will be charged to you.
- If you request repairs and the worker is unable to enter due to extra locks or chains on the door not being removed, the worker's time will be charged to you.
- You will be charged for any service calls to repair items that you are responsible for maintaining or were caused by tenants and/or occupants or guests.
- Any disputes for any items listed above need to be addressed directly with the vendor.
- You may not authorize any maintenance or repairs at the landlord's or management office's expense.
- You will not be reimbursed for any unauthorized repairs that the landlord is not responsible for.
- Immediately notify the property manager of any malfunction of any part of the heating, ventilation, air conditioning, or plumbing systems.
- Immediately notify the property manager of any inoperable doors or windows.

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

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