



HOME MAINTENANCE EXPECTATIONS/GUIDELINES

The following items are part of the care required for your new rental home.

Replacement of **light bulbs**.

Replacement of **furnace/air conditioning filters** at a MINIMUM of every three months and WITH THE CORRECT SIZE. Replace monthly if you smoke.

Replacement of **smoke alarm and carbon monoxide detector batteries**. Normally the alarms will beep when the battery is low. Test smoke and carbon monoxide alarms every 30 days and report to RMPM if it not working for a reason other than dead battery. Remember, smoke and carbon monoxide alarms are for YOUR safety and it is very important to check if it is working.

Keep the home **tidy and sanitary**, inside and out. Store personal items out of sight from the street. See our cleaning checklist in the blue tenant brochure.

Kitchen – All stove hood vents and ovens should be cleaned regularly. Stoves/ovens should be cleaned regularly. If the oven is a self-cleaning oven, be sure NOT to use an oven cleaner as this will ruin the surface. Be careful of overly abrasive cleaners that can damage the porcelain tops of stoves. Refrigerators should be cleaned regularly including areas underneath crisper drawers.

Bathrooms – Sinks, toilets, and tubs should be cleaned regularly to prevent mildew and mold from accumulating. If mildew and mold appear, use a product such as X-14 or Tilex to remove or just a water/bleach solution. Remove mold and mildew immediately to avoid more serious problems. Keep bathrooms properly ventilated to prevent this from happening. If there is an exhaust fan, USE IT, while taking showers and for an extended reasonable time afterward. If there is a window, open it to vent.

Normal or nuisance **insect and rodent control**. We live in a world where there may be mice, spiders, ants, bees, etc. that get inside. You will be expected to use traps or sprays unless there is an infestation. To avoid any unwanted insect or rodent problems, all food should be cleaned up promptly. If insect or rodent control is needed as a result of your living style, you may be responsible for the cost of eradication.

Proper **disposal of toxic waste** such as oil, antifreeze, batteries, solvents. Follow instructions on packaging for proper disposal.

If you **decorate for holidays**, please put them up no more than 30 days in advance of the holiday and remove them within 15 days after the holiday.

To avoid jammed **garbage disposals**, put only small amounts of materials in the disposal. Use the trash for the bulk of your food related items.

If you **accidentally cause damage**, you will need to repair the damage at your expense. We all make mistakes, so the fact that an accident happens is no big deal, but you must have it repaired either by our company or a competent contractor.

If **something fails to work**, you have an obligation to report it. Please do not ignore leaky faucets, toilets that run, drips underneath the sink, etc.

If your home has sidewalks/driveways, you will be responsible for **snow removal**. City ordinance requires snow removal on public sidewalks within 24 hours of the end of the storm (when it quits snowing). In some cases in apartment buildings with 4 or more units, the landlord provides snow removal services on common area sidewalks only when the snow depth is greater than 4", but not on parking lots UNLESS it is a whopping storm and then it provided as a subcontractor's schedule allows.

If you use your **outside hosebib/spigot**, please be sure it is disconnected from the plumbing system during freezing temperatures to avoid pipe breakage and flooding!

If checked, your new home has a **lawn that you must water**. A thorough explanation of watering is provided in the green watering guidelines form. We expect the lawn to be kept watered to be green all over.

If checked, there is an **automatic sprinkler system**, be sure to monitor and adjust the level of water needed. If you do not know how to set the system, we can have someone come out to teach you how to operate it (for an additional fee).

If checked, there is NOT an automatic sprinkler system, so you must provide **hoses and sprinkler heads** and manually move them around to cover all areas.

If your home has a **lawn that must be mowed**. Please maintain the lawn to be no greater than 8" in height. Lawn care also includes pruning shrubs to keep them away from the building, deadheading flowering shrubs, and trimming/edging along grass edges.

If your home has a **hot tub**, it is necessary to maintain the water level and cleanliness. You must also manage the chemicals for the hot tub. If you do not know how to maintain the system, we can have someone come out to teach you how to operate it (for an additional fee).

If a pet is allowed, you must pick up all **pet droppings** on property, at least once per week and keep pets from causing damage.

Other _____

I have received a copy of these guidelines and agree to adhere to the maintenance care standards.

Tenant

Tenant