

# *TENANT MAINTENANCE TIPS*

Often, there are simple remedies to your maintenance concerns.

## *PLEASE REVIEW THE TIPS LISTED BELOW BEFORE REQUESTING SERVICE VIA THE TENANT PORTAL*

**If the air conditioner does not work:** Check ALL circuit breakers. Often during hot weather or if a circuit breaker overloads, it will trip off the circuit breaker. A tripped circuit breaker is often difficult to see, and it could appear that it is not tripped. Therefore, you must turn the breaker all the way off and then turn the breaker all the way on. If you do not turn the circuit breaker all the way off, it does not reset itself to correct the problem.

**If the electricity does not work in part of the house:** Check for Ground Fault Circuit Interrupt (GFCI) outlets, which are usually located in the garage, patio, kitchen, or the bathroom. Reset tripped GFCI outlets by pushing the small button in the middle of the outlet. Check the circuit breakers to see if any have been tripped.

**If the circuit breakers continually keep going off:** Check to see if too many appliances running at the same time (irons, microwave, toaster, curling iron, computers, printer, blow dryers, etc.) are causing an overload.

**If the smoke alarm or carbon monoxide (CO) alarm does not work, check the following:** First, replace the batteries. Tenants are responsible for the replacement of batteries. If a new battery does not work, submit a maintenance request. It is important to replace batteries and NOT disconnect the smoke alarm or CO alarm. Normally the alarm will emit a beeping sound when the batteries are not working or losing their charge. Test your smoke and CO alarms every thirty days. If the alarm is not working after replacing the batteries, submit a maintenance request immediately. Do not disconnect or remove a smoke or CO alarm.

## *TENANT RESPONSIBILITIES FOR ROUTINE MAINTENANCE*

**Plumbing blockages.** The only items safe to put down the drains of the property are human waste and toilet paper. The following items are prohibited: paper towels, grease, tampons, sanitary napkins, food, condoms, paint, toys, and litter from pet waste. While Landlord is responsible to repair the plumbing systems when they wear out or break in the course of normal use, Tenant is responsible for repairs that are caused by Tenant's negligence. If Tenant puts any item down the drain other than human waste and toilet paper and causes a plumbing blockage, the resulting plumbing bill shall be paid by Tenant as additional rent upon notice by Landlord

**Garbage disposal.** Tenant will be charged the vendor fee for unblocking a garbage disposal if any of the following are found to have blocked the garbage disposal: bones, banana peels, corn husks, pasta, cornmeal, stringy vegetables, "twister" seals, screws, nails, cigarette butts, flower clippings, toys, coins, grease, shellfish shells, celery, onion skins, potato peels, rice, meat fats, artichokes, bottle caps, rubber bands, string, popcorn kernels, egg shells, coffee grounds, glass, utensils, fruitpits, washcloths, or sponges. If you cannot chew it, do not put it in the garbage disposal.

**Basic insect control.** Tenants are responsible for basic insect maintenance. If you have insects in the home, you may hire an exterminator or you may choose to purchase pesticides at a hardware store and

use them yourself. When storing pesticides, be careful for the safety of children and animals at all times. Follow the instructions carefully for any product you purchase. If the insect problem persists, or if there is a major insect problem that existed prior to you taking possession, submit a maintenance request.

**Rodent control.** If you have ordinary mice, you can purchase several common controls at grocery or garden supply stores. If you see rats or large rodents, submit a maintenance request.

If you have pets, keep them from causing damage and pick up all pet droppings on the property.

**Light bulbs.** It is the tenant's responsibility to replace all light bulbs.

**Water filtration systems.** If the home is furnished with a water filtration system, Tenant is responsible for changing any water filters and for purchasing new filters. If the refrigerator includes a water filtration system, Tenant is responsible for changing water filters and for purchasing new filters.

**Always properly dispose of:**

- Toxic waste such as oil, antifreeze, batteries, and solvents
- Place garbage in the proper receptacles provided and in accordance with city and/or county rules
- Christmas trees

**Holiday decorations and lights.**

- Hang lights and decorations properly and carefully without damage to the property
- Before hanging, check for bad plugs and loose wires. If you find defects, dispose of the lights
- Only use lights and decorations during holiday seasons; remove them immediately when the season ends and review HOA Rules and Regulations prior to decorating for the holidays

## ***OTHER MAINTENANCE TIPS***

### **HVAC(Heating, Ventilation and Air Conditioning) Filters**

All the air in the home circulates through the HVAC system, to either heat or cool the home and will eventually pass through the air filter. This is why it is so VERY important to keep the air filters clean and change them regularly.

Dirty, clogged air filters can:

Cause HVAC system malfunctions and equipment damage

Reduce airflow inside the HVAC system, making fans work harder and wearing them out

Cause particulates and contaminants not to be removed as effectively as they should, releasing these back into your indoor air (or the air that you and your family breath)

Cause contaminates to build up in the duct work, make the HVAC equipment work harder, thereby increasing your home's energy usage and your monthly electric bill payments

Air filters and furnace filters should be checked at least once a month. If they are dirty, they should be replaced.

## **GARBAGE DISPOSALS**

There are several good practices to remember (and some bad ones to avoid) that will reduce the chances of clogs or slow draining with your garbage disposal

### **Don't:**

Grind up potato peelings. Peelings from a starchy paste similar to mashed potatoes when ground up, which will surely clog your drain

Put coffee grounds or eggshells into your disposal. They create very tiny bits of granular waste that will stick to any sludge in the pipe and quickly create a clog

### **Do:**

Maintain your disposal by regularly grinding up pieces of lemon peel and ice cubes

Avoid odors by treating your disposal every month by mixing a couple of handfuls of baking soda with a half cup of vinegar. Pour the mixture into the disposal hopper with the unit turned off. After the mixture is done foaming, rinse it down the drain with running water