

## Landlord & Tenant Repair Responsibilities

Repair Area	Landlord	Tenant	Comment
<b>Outside Your Home</b>			
<b>Roof</b>			
Roof structure and covering (tiles)	✓		
Chimneys	✓		
Gutters & rainwater pipes	✓		
Fascias, soffits, barge board	✓		
<b>Walls and Canopies</b>			
External walls and render	✓		
Timber cladding	✓		
Foundations	✓		
Door & window canopies	✓		
<b>Doors</b>			
Where tenants doors are forced by police or due to lockout they will be recharged.			
Nameplate		✓	
Bell (where fitted by the Co-operative)	✓		
Lost / broken key or fob		✓	Available to purchase from the Co-operative
Spy hole viewer	✓		
Letterbox	✓		
Doors (external) including ironmongery	✓		
Door entry system and handset (where fitted by the Co-operative)	✓		
Damage caused by burglary	✓		Crime number required from police
<b>Windows</b>			
Glazing (smashed or cracked) due to accidental / malicious damage		✓	Recharge to tenant
Glazing (smashed or cracked) due to vandalism or burglary	✓		Crime number required from police
Glazing (failed double glazing unit)	✓		
Frames & catches	✓		
<b>Outside Spaces</b>			
Tenants are responsible for fences and other garden features erected by themselves.			
Individual garden maintenance		✓	
Gardens to tenements	✓		
Open space maintenance	✓		
Dividing walls or fence (if owned by the Co-operative)	✓		
Gates (if owned by the Co-operative)	✓		
Bin stores	✓		
Paths & steps forming access	✓		
Rotary drier & Clothes poles	✓		
Garden sheds		✓	

Repair Area	Landlord	Tenant	Comment
<b>Inside Your Home</b>			
<b>Windows</b>			
Window handles & catches	✓		
Cills	✓		
Window vents	✓		
<b>Internal doors</b>			
Doors including ironmongery	✓		
Easing & adjusting door	✓		
Adjusting door due to floor coverings		✓	
<b>Internal Walls</b>			
Tenants are responsible for minor plaster filler repairs and damage caused to taping or plaster due to excessive force during wallpaper stripping.			
Internal walls	✓		
Major plaster repairs	✓		
Minor plaster repairs		✓	
Hairline cracks in plaster		✓	
Wall tiles (if fitted by the Co-operative)	✓		
Skirting boards	✓		
Decoration including gloss/ stain work		✓	
<b>Floors and Stairs</b>			
Concrete floors	✓		
Floorboards and joists	✓		
Carpets, laminate, vinyl		✓	
Threshold strip		✓	
Stairs	✓		
Handrails & banisters	✓		
<b>Ceilings</b>			
Repairs and renewals	✓		
Patch repairs	✓		
Hairline cracks		✓	
Decoration		✓	
<b>Electrical</b>			
Tenants are responsible for all fittings installed by themselves and where their appliances trip circuit breakers.			
Wiring circuit, sockets & switches, fuse box, MCB	✓		
Light fitting (internal and external)	✓		
Light bulbs and starters		✓	
Plugs and fuses		✓	
Smoke and Carbon Monoxide alarm	✓		
Extract Fan	✓		
Communal TV aerial	✓		
Individual TV aerial (loft)		✓	
Individual TV aerial (pole/ roof mounted)	✓		
Communal satellite dish	✓		
Private satellite dish		✓	
Internal TV point (installed by the Co-operative)	✓		
Telephone points (installed by the Co-operative)	✓		



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<b>Plumbing</b>			
Tenants will be requested to unblock WCs, sinks or WHBs where they have caused the blockage, otherwise they will be recharged.			
Blocked sinks, baths or toilet	✓		Recharge if tenant caused blockage
Pipe bursts & leaks (significant & minor)	✓		
Hot & cold water supply	✓		
Taps & tap washers	✓		
Connection of washing machine		✓	
Washing machine supply valves	✓		
Replacement sink plugs & chains		✓	
Downpipes & gutter	✓		
Choked drains (excluding sewers)	✓		Recharge if tenant caused blockage
<b>Heating</b>			
Tenants are responsible for the programming of their heating system			
No heating	✓		
No hot water	✓		
Gas leak to the Co-operative pipework	✓		
Repairs to gas boiler	✓		
Radiators, pipes & valves	✓		
Gas fires (if owned by the Co-operative)	✓		
<b>Kitchen</b>			
Electric cookers including initial connection		✓	Fused spur provided by the Co-operative
Gas cooker including initial connection		✓	Capped gas pipe provided by the Co-operative
Cooker socket (fused spur)	✓		
White goods e.g. washing machine, fridge		✓	
Kitchen units and worktop	✓		
Sink and drainer	✓		
<b>Bathroom</b>			
Tenants are responsible for all fittings installed by themselves and where fittings are chipped or cracked tenants will be recharged.			
Bath	✓		
Wash hand basin	✓		
WC (seat, bowl & cistern)	✓		WC seat only replaced during void
Shower (installed by the Co-operative)	✓		
Shower curtain / screens (installed by the Co-operative)	✓		
<b>Other</b>			
Vermin		✓	
Bees & wasps (where accessing the property)	✓		
Ants & beetles		✓	
Personal belongings (furniture, floor coverings etc)		✓	
Anything caused by neglect or malicious damage		✓	
Anything owned by the tenant and installed by them		✓	
Anything that was left in the property by a previous tenant that you agreed should be left		✓	