

**Property Maintenance**

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## Tenant Home Care Checklist

A simple guide for tenants to care for their rental and report issues early. This checklist covers everyday responsibilities only.

### Tenant Responsibilities

- Keep the home reasonably clean and tidy.
- Ventilate the home to reduce moisture and mould.
- Report maintenance issues as soon as they arise.
- Replace light bulbs and smoke alarm batteries (unless otherwise agreed).

### Weekly Good Habits

- Open windows daily when weather allows.
- Use extractor fans during and after showers.
- Wipe shower glass and tiles after use.
- Avoid drying clothes indoors without ventilation.

### Monthly Checks

- Wipe condensation from windows and frames.
- Check for visible mould and clean small areas if safe.
- Check under sinks for leaks or dampness.
- Test smoke alarms.
- Report leaks, drips, or water damage.

### Report Immediately If You Notice

- Water leaks, flooding, or no hot water.
- Power outages or electrical burning smells.
- Strong mould growth or musty smells.
- Broken windows, locks, or doors.

### Please Do Not Attempt

- Electrical, plumbing, or gas repairs.
- Roof, gutter, or exterior repairs.
- Structural changes or modifications.

*If unsure, contact your property manager or SilverScope for guidance.*