

Townsend Bay Property Management, Inc.

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TENANT MAINTENANCE RESPONSIBILITIES

The Washington State Landlord-Tenant Act (RCW 59.18) sets responsibilities for Owners and Tenants with regard to maintenance of rental units. Owners are generally responsible for maintaining any appliances provided, plumbing and fixtures, electrical and heating systems, and the structural integrity of the property (Tenants could be responsible for repairs of these items if they are used improperly or deliberately broken). Tenants are responsible for maintaining the premises in at least as good a condition as the premises were in when first occupied by the tenant, normal wear and tear accepted, except for failure/breakdown of those items listed above under the Owner's responsibility.

The following general areas of routine preventive maintenance and reasonable care are considered Tenant responsibilities. This is not necessarily an all-inclusive list.

1. Washers/Dryers/Dishwashers/Cook Stoves: Whether new or old, washers, dryers, dishwashers, and cook stoves can develop problems in use, such as leaks (washers/dishwashers) or burning (dryer/cook stove) which could result in damage to the property. These four appliances should only be operated when someone is present at the property to turn the appliance(s) off (or shut water off) should a problem develop. Further, washing machine hoses should be watched carefully for leaks at the faucet connection – tighten the connection to stop leak. If tightening does not stop the leak, or if the leak is in the faucet valve, call our office for assistance. Tenants taking vacation for two or more days should turn off the water at the washer faucet while they are out of town. If you install your personal washer/dryer, you must use **new flexible hoses** for the washing machine. **Tenants may be held liable for damages/clean up from such problems if they leave the property during the operation of any of these appliances.**

2. Cleaning sink traps: Unclogging of sink, bathtub, or toilet drain traps is generally the responsibility of the user (Tenant) who is allowing foreign items into them (food debris, hair, grease, etc.) Drains will be checked for a normal flow rate at check in. If Tenant neglect is discovered, Tenant will be charged for the repair bill.

3. Replace any glass fireplace and woodstove doors broken during tenancy: Replace with proper temperature-resistant glass. If you do replace doors, please report this to Townsend Bay Property Management.

4. Other Cleaning & Preventive Maintenance for which Tenant(s) are responsible:

- a. Keep the electrical baseboard and wall heaters vacuumed. Take covers off wall heaters and vacuum out heater elements about once every six weeks in winter (excess dust can cause elements to burn out).
- b. Keep door screens and storm doors securely latched in windy weather – a strong wind can rip doors off hinges and break glass. It will be the responsibility of the Tenant if damage occurs. If you find your screen/storm door will not close properly, contact our office.
- c. Keep wooden decks free of moss and algae which can cause them to be dangerously slippery in wet weather and can speed up dry rotting of wood.
- d. Don't allow metal objects or fabrics to enter food disposal. Don't allow corn silk, potato skins, coffee grounds, etc. to enter food disposal. Don't allow food particles or grease in the dishwasher. If maintenance is required, and it is found to be Tenant neglect, Tenant will be responsible for the maintenance/repair bill.
- e. Do not drive or park vehicles/trailers/boats on septic drain field areas or any grass/landscape areas. Do not plant gardens over the drain field.
- f. **Drain garden hoses in the fall, cover outdoor faucets with appropriate insulation materials, take action per TBPM Winter Letter before hard freezes.**
- g. Replace filters on the central vacuum cleaner system (if at property).
- h. Clean dryer lint traps after each use.

5. Tightening screws/bolts which have become loose due to regular use on house doors, cabinet doors, door locks, door hinges, self brackets, drapery/mini-blind hardware, garage door hardware, etc. Continuing to use these, or like items, with loose screws/bolts can eventually result in their breaking. Neglecting to simply tighten such screws/bolts could result in Tenant liability for repair/replacement.

6. When you need maintenance/repairs: Call Townsend Bay Property Management (or Owner if premises are not managed by TBPM) when the following problems occur so that we can take action to prevent further damage:

- a. Roof leaks or plumbing leaks of any type, or any situation where excessive water becomes present on floors, walls, ceilings, etc.
- b. Smoke or sparks coming from any electrical outlets.
- c. Flooring around toilets or bathtubs (or anywhere in the unit) becomes soft or spongy or other evidence of a floor being continuously damp.

7. For every maintenance/repair visit to your unit, there is a minimum service charge to be paid: normally the Owner pays this. However, if you report what you think is a repair problem, and the repair person finds that there is nothing wrong with the item you called on, then you could be held responsible for the service call charge under certain circumstances. A simple example of this would be if you had forgotten to turn an appliance on or plug it in and then you reported that it wasn't working. If you have failed to check out some basic aspects, then you could be held responsible for a service charge. If you have agreed to an appointment time with a repair person and you are not home to let him/her in at the appointed time, you could be held responsible for the cost of the service call, if billed. If the service person does not show up within a reasonable close time to the appointment (15 - 30 minutes) without calling, please call TBPM (or owner if rental is not managed by TBPM). Below are some basic steps you need to take (beyond making sure it is turned on and plugged in) if you believe an appliance or circuit, etc. does not work.

- a. Are the circuit breakers (power panel) connected to the faulty appliances in the "ON" position? If not, then you should flip them to the "OFF" position, and then flip back "ON" to be sure. Sometimes it is not apparent when a circuit breaker has "tripped." For circuits protected by a GFI (ground fault interrupt) breaker (for outlets in bathrooms, kitchen, garage or outside), you need to also ensure the GFI is reset (not tripped).
- b. If a range-top cooking element is not working, make sure it is plugged in securely to the range-top. Sometimes they become loose during use or when drip pans are removed for cleaning.
- c. If the garbage disposal doesn't work, and there is no sound coming from the unit when the switch is turned on, push the reset button on the side or at the base of the disposal to see if that fixes the problem. If the disposal makes a humming noise, but doesn't move, turn it off and check to see if there are objects or food stuck in the blade area. If so, remove any foreign object or food and the disposal should work.
- d. If an electrical outlet does not work and all your circuit breakers are ON, make sure the outlet isn't operated by a wall switch in the same or adjacent room.
- e. If using a particular appliance repeatedly causes the circuit breaker to trip, you may have too many items plugged into the same circuit. A frequent problem in the kitchen is a refrigerator, microwave and/or other small appliance on the same kitchen circuit – sometimes two of them cycling on at the same time can trip the breakers, particularly in older houses. Try moving the microwave or one of the other appliances to a different electrical circuit.

8. Yard Care: If yard care is not provided for in the lease, it is the Tenants' responsibility to keep the lawn mowed and to weed the flower beds/shrubbery areas. It is the Tenant's responsibility to irrigate the lawn as well as any shrubbery and flower beds. As this county is sensitive to excessive water use, Tenants are not required to water lawn areas to keep them green (unless otherwise provided for in the lease). However, perennial flowers and shrubs should be water regularly during periods of little or no rain. If beds and shrubs die during Tenancy, Tenants will be responsible for replacing plants/shrubs with the same size plant.

9. If your refrigerator goes out or doesn't freeze food: Let us know promptly. We will have the problem fixed or the refrigerator replaced as quickly as possible. Keep in mind that appliance repair service is virtually not attainable on weekends or holidays. Further, it is not the property Owner's liability to replace food lost as a result of a refrigerator/freezer breakdown (unless the Owner fails to take action to correct the problem within acceptable time limits).

Thus, Tenants must take action to protect perishable foodstuffs if a refrigerator/freezer breaks down until it can be repaired.

Tenant Name (Print) and Address

Owner/Agent Initials Date