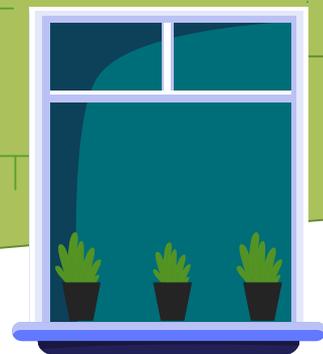


# CARING FOR YOUR PROPERTY

**As a tenant, you have responsibilities including looking after your property, reporting maintenance, and making requests for alterations.**



My Foundations Youth Housing Ltd (MFYH) will conduct inspections in accordance with the Residential Tenancies Act (maximum of 4 routine inspections per year, with 7 days written notice) and complete electronic routine inspection reports to share with you. Keeping on top of your property care helps you to sustain your tenancy.

## TOP TIPS FOR CARING FOR YOUR PROPERTY

<p>Completing your <b>property condition report</b> at the start of your tenancy will give you the standard you are required to uphold and help identify/raise issues that may already be present.</p>	<p><b>Clean your home regularly</b>, including keeping on top of lawns and weeds and decluttering (inside and out) to prevent hygiene issues like pests, mould, odour, and unwanted stains.</p>	<p><b>Ventilating</b> and letting the air flow through your property will prevent not only odour issues but also mould issues especially in humid environments.</p>
<p>Be careful <b>accumulating bulky items</b> (like couches). Not all councils have affordable bulk item collection (check your local council website). It could cost you hundreds to take to the tip especially if you require a contractor to help.</p>	<p>By using your rubbish bins as they are intended (food scraps in green, yellow for recycle and red for general) – there is less chance of rubbish overflow &amp; <b>don't forget to put bins out</b> on time &amp; bring them back in (some Councils now have downloadable Apps to remind you)</p>	<p>Always have your keys on you and <b>secure your property</b> when you leave. Removing window screens to get into your home (especially if they are left off) can damage and bend them (costs you don't want to incur).</p>
<p><b>Report and follow up maintenance</b> as soon as it happens. Small maintenance issues can turn into big problems if not reported (especially water leaks, electrical problems etc ).</p>	<p><b>Report tenant damage</b> straight away. If appropriate, we will give you the opportunity to repair (unless a qualified tradesperson is needed). We can also seek your approval in writing to engage a tradesperson and you can pay this off on a repayment plan arrangement.</p>	<p><b>Don't tamper with smoke alarms</b> as not only is this a safety risk and a breach of tenancy, but this can also be a costly exercise for you - report any issues with smoke alarms <u>immediately</u>.</p>
<p>Seek approval before you make any <b>alterations to the property</b> like wall mounting a TV or putting shelves on walls as this could cost you to rectify alterations made.</p>	<p><b>Prepare for your routine inspections</b> making sure all spaces are clean and free from clutter, rubbish is removed, floors cleaned and gardens / courtyards free from weeds and lawns maintained.</p>	<p><b>Maximise your bond return</b> at end of tenancy by making sure all spaces are deeply cleaned including cleaning down walls, window tracks, not leaving items behind and getting carpets steam cleaned.</p>