

## Who is responsible for what?

Within your Tenancy Agreement various responsibilities are defined. The list below gives a more complete list of what the Co-operative will repair and what you are expected to repair or what you are responsible for.

Item	Tenants First	You	Comments
Banisters	√		
Bath	√		
Bin shelters	√		
Ceiling	√		
Chimneys	√		
Cisterns	√		
Clothes pole	√		
Clothes pole line		√	
Common area lights	√		
Communal area cleaning		√	Unless we employ a cleaner
Cooker		√	
Decoration external	√		
Decoration internal		√	
Door locks and hinges	√		
Doorbell battery		√	
Doorbell unit	√		
Doors external	√		
Doors internal	√		
Drain – external	√		
Drain – internal to bath WHB and sink		√	
Drain – internal to toilet		√	
Electric consumer unit	√		Unless caused by an appliance.
Electric fuses		√	
Electric light fittings (fitted by you)		√	
Electric light fittings (original)	√		
Electric plugs		√	
Electric wiring, switches and socket	√		
Electrical appliances		√	
Electricity supply		√	
External boundary fences erected by us	√		
External boundary fences erected by you		√	
External boundary gate	√		
External boundary walls	√		
External light bulbs		√	
External walls of building	√		
Extract fan filter and bulb		√	
Fan – Extract unit	√		
Fan – Input unit	√		

Floor board	√	
Floor covering (including laminates and tiles)		√
Garage structure (included in you Occupancy Agreement)	√	
Garden huts, shed, greenhouses		√
Gas fire	√	
Gas pipes	√	
Gas supply		√
Guttering	√	
Handrails	√	
Heating boiler	√	
Heating programmers	√	
Heating radiators	√	
Heating system fitting	√	
Infestation by rodents or insects		√
Internal wall and ceiling structure	√	
Keys		√
Kitchen sink	√	
Kitchen units	√	
Kitchen worktops		√ If burnt or cut
Loft insulation	√	
Parking areas	√	
Paths	√	
Roof structure and covering	√	
Shower base	√	
Shower curtain and rail		√
Shower hose and showerhead		√
Shower screen		√ Unless part of an adaptation
Shower unit	√	
Skirting boards	√	
Smoke detector battery		√
Smoke detector cleaning		√
Smoke detector unit	√	
Toilet pan	√	
Toilet seat		√
TV aerials		√ Unless part of a communal system
Vandalism not reported to the police		√
Vandalism reported to the police	√	
Wash Hand Basin	√	
Water pipes	√	
Water storage tanks	√	
Water tap including washer	√	
Window frame	√	
Window glass	√	
Window vents	√	

As a member of Tenants First Housing Co-operative you have accepted certain responsibilities and you must look after your property (and any common areas) in a responsible manner. There are certain things that we expect you to do and not do.

You must;

- Keep the property and garden in a clean and tidy condition
- Report any faults that need repair
- Get approval from us before you carry out alterations to the structure or fitting in your house.
- Report vandalism or break ins at your property to the Police and provide us with an incident number.
- Maintain the internal decoration in your property to a reasonable standard.
- Keep the property safe from frost during winter time.
- Inform Co-operative staff if your property is going to be vacant for more than 3 weeks.
- 

You must not;

- Paint surfaces on items such as prefinished doors, kitchen units, PVC or hardwood windows, switches, sockets, detectors, radiators, or fire surrounds.
- Allow animals to damage fittings or soil floors inside your property
- Apply textured finishes to walls.
- Remove radiators from walls to decorate behind them.
- Fit additional locks to internal doors.