

GUIDELINES FOR MINOR REPAIRS

Guidelines in accordance with the Minor Repairs Decree.

The tenant is responsible for the following:

- a. Tightening and securing loosened components in the property which includes:
 - banisters, door handles and thresholds;
 - electrical switches, wall plugs and doorbells;
- b. Replacing and renewing of the components of the property, that are easy to replace and are found inside the rental property, including:
 - door handles and door locks, locks and hinges for all doors and windows;
 - keys for all inside and outside locks;
- c. Maintenance and regular checks and where necessary oiling, greasing or decalcifying of moveable components, including:
 - hinges of doors, shutters and windows; locks;
 - taking measures to prevent frozen plumbing;
- d. Replacing light bulbs on both the inside and outside of the rental property;
- e. Replacing damaged windows and mirrors, regardless of the cause;
- f. Maintaining and replacing parts of technical installations inside the rental property, as far as these are minor repairs which do not require technical expertise, including:
 - venting and refilling water in the central heating system;
 - restarting the central heating after power failure;
 - replacing filters of the fan heater and cleaning grids;
- g. Where necessary take precautions against draughts, as far as these activities do not cause notable costs;
- h. Maintaining the gardens, premises, driveway and premises partitions, in such a way that these make a well cared-for impression, including:
 - regular lawn mowing;
 - regularly weeding of the garden, and also between the tiles of paths and driveways, entrance way and patio's;
 - regular trimming of the hedges, hedgerows and trees;
 - replacing dead plants;
- i. Maintaining and if necessary clearing the inside drains up to the connection point of the rental property to the main sewer;
- j. Washing and maintaining windows, the window sills, the door frames, the painted wood and other painted parts, as far as attainable for the tenant;
- k. Eradication of vermin, as far as the presence of vermin is not a result of the structural condition of the property;
- l. Regular cleaning of gutters and drainpipes as far as attainable for the tenant;
- m. Removing stray litter