

# Looking after your property

Foundation Housing is responsible for ensuring repairs at your property are completed. You are responsible for looking after your property and keeping it in a good condition, to the same standard as when you moved in. This includes fixing any damage that you or your visitors cause at the property.

TENANT RESPONSIBILITIES	LANDLORD RESPONSIBILITIES
<ul style="list-style-type: none"><li>• Provide access for property inspections</li><li>• Keep the property clean and to a good standard</li></ul>	<ul style="list-style-type: none"><li>• Undertake routine property inspections up to 4 times/year</li><li>• Undertake asset condition reports (for insurance and other purposes) every 1-3 years</li></ul>
<ul style="list-style-type: none"><li>• Not damage the property</li><li>• Report any repairs or damage to Foundation Housing as soon as you become aware of it</li><li>• Pay for the cost of any damage caused by you or visitors</li></ul>	<ul style="list-style-type: none"><li>• Make sure the property is secure</li><li>• Maintain the property and action urgent repairs within 24 hours</li></ul>
<ul style="list-style-type: none"><li>• Ask permission from Foundation Housing if you wish to make any changes in the home (such as installing an air conditioner, painting or installing a shed)</li></ul>	<ul style="list-style-type: none"><li>• Respond to requests for alterations and adaptations</li></ul>



**If you need assistance looking after your property, please contact your Housing Coordinator.**

## GETTING HELP AROUND YOUR HOME

We can put you in contact with local services who can help or we can connect you to our support team.