

MODEL HOUSE RULES

Inform Residents of Obligation to Report Maintenance Problems

Here are Model House Rules that you can use to require residents to report maintenance problems to management. Speak with your attorney before using these house rules.

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HOUSE RULES ON REPORTING MAINTENANCE PROBLEMS

To help ensure that unreported maintenance problems don't cause further harm to property or persons, you must follow the rules below in reporting problems.

- 1. Notification of management.** Immediately notify management in writing of broken fixtures, appliances, and heating and cooling equipment; water leaks; electrical and plumbing problems; and problems with lights, locks, or latches found in your unit or any common areas.
- 2. Emergency procedures.** In the event of an emergency, you need not notify management of the problem in writing. Instead, you should report the problem in the quickest manner possible (for example, with a phone call).
- 3. Liability.** If you fail to follow these rules, you may be held responsible for damage to the site, your property, or injury to persons that may result.