Inform Residents of Obligation to Report Maintenance Problems

Here's a Model Lease Addendum that you can use to require residents to report maintenance problems to management. Speak with your attorney before using this lease addendum at your tax credit site.

LEASE ADDENDUM ON REPORTING MAINTENANCE PROBLEMS

To help ensure that unreported maintenance problems don't cause further harm to property or persons, Resident hereby agrees to the following:

1. **Notification of management.** Resident shall immediately notify management in writing of broken fixtures, appliances, and heating or cooling equipment; water leaks; electrical, and plumbing problems; and problems with lights, locks, or latches found in Resident's unit or any common areas.

2. **Emergency procedures.** In the event of an emergency, Resident need not notify management of the problem in writing. Instead, Resident should report the problem in the quickest manner possible (e.g., phone call).

3. **Liability.** Resident shall be liable to Owner for damage sustained to the Resident's unit or common areas as a result of Resident's failure to comply with the terms of this Addendum. Resident shall be liable for damage sustained to Resident's person or property as a result of Resident's failure to comply with the terms of this Addendum.

4. **Violation of addendum.** Violation of this Addendum shall be deemed a material violation under the terms of the Lease, and Owner shall be entitled to exercise all rights and remedies it possesses against Resident at law or in equity, including, but not limited to, eviction.

5. **Addendum supersedes Lease.** In case of a conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern. This LEASE ADDENDUM ON REPORTING MAINTENANCE PROBLEMS is incorporated into the Lease executed or renewed on [*insert date*] between Owner and Resident.

RESIDENT'S SIGNATURE _____ DATE _____

OWNER'S/MANAGER'S SIGNATURE _____ DATE _____