

# Information for leaseholders

## 7: Rights and responsibilities

You are responsible for maintaining the inside of your home, usually deemed to be plasterboard inwards.

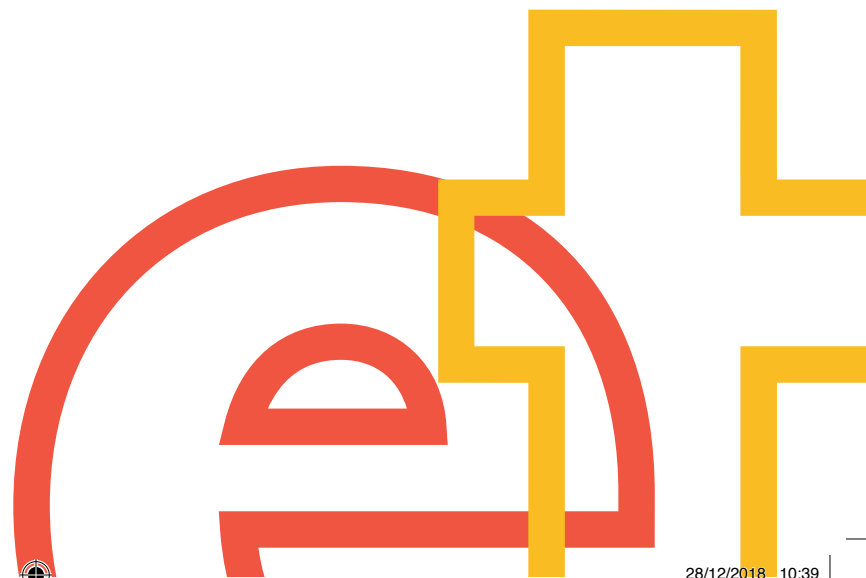
This includes numerous examples such as items that serve your sole property ie electrical wiring/water supply pipework. It also includes repairing and maintaining boilers, cookers and any gas appliance.

All gas appliances need to be inspected by a Gas Safe engineer on a yearly basis. If you rent your property you will need to provide Thirteen with a copy of the landlord annual service certificate (CP12).

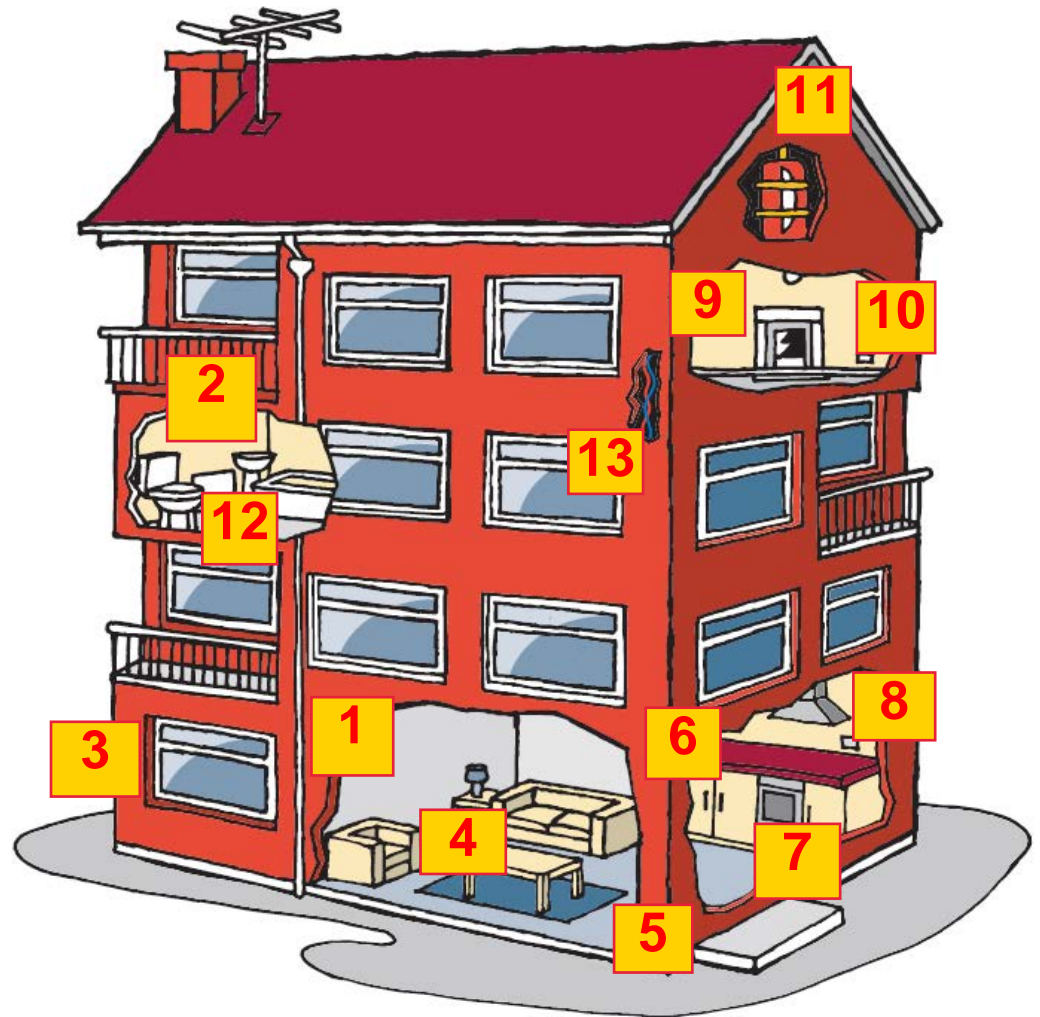
You are responsible for:

- the payment of service charges
- not to use the property other than a residential property, for example you cannot run a business from the leasehold property
- not to carry out alterations without the written consent of the landlord prior to works proceeding
- not to cause/allow anyone living or visiting your property incidents of anti-social behaviour.

We will repair and maintain the structure and communal parts of your building.



## Repair responsibilities



**Thirteen responsibility**  
**Leaseholder**  
**responsibility**

### 1. Internal walls

- Pointing
- Damp proofing
- Faulty wall tiles
- Brickwork cracking
- Surfaces including plaster
- Plasterboards/Tiling
- Decoration

### 3. Floors and ceilings

- Faulty timbers, joints or beams
- Concrete sub floor deterioration
- Other supporting floor structure problems
- Surfaces including floor boards, plaster, plasterboards, decoration, carpets, tiles and laminate flooring

### 2. Bathroom fittings and sanitary ware

- Sink or bath leaking or blocked
- Faulty taps, or plug
- Toilet blocked or leaking
- Shower problems

### 4. Light fittings, sockets, bulbs and fuses

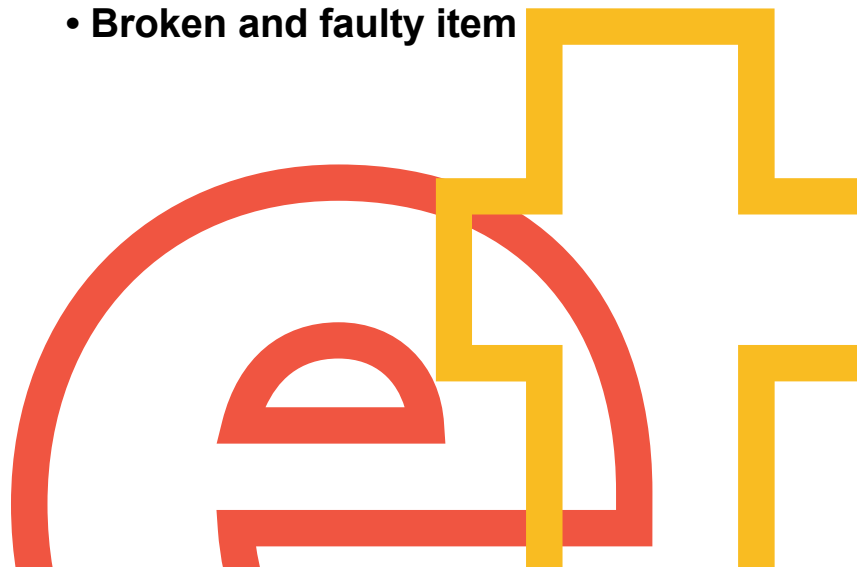
- Broken or faulty item

### 5. Internal doors all repairs and decoration to all items

- Broken and faulty item

**thirteen**

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## 6. Fires and cookers

- Faulty appliances

## 7. Kitchen fixtures and fittings

- Sink leaking or blocked
- Faulty taps, plug or drainer
- Washing machine problems

## 8. Communal fire and smoke alarms and extractor fans

- Faulty or broken communal parts only
- Faulty or broken parts which serve flat exclusively

## 9. Gas appliances

- Gas boilers
- Gas fires
- Gas water heaters
- Any other form of gas appliance

These should be serviced by a Gas Safe registered engineer

## 10. Skirting boards, sills, architraves, stairs and fire surrounds

- Repairs or decoration

## 11. Communal water tank and pumps

- Leaking or blocked communal supply
- Leaking or blocked supply which serves flat exclusively

## 12. Communal or district central heating system

- Communal or district heating system only
- Faulty radiators
- Items which serves flat exclusively and not linked to communal system

## 13. Communal cables, wires and supply lines

- Communal supply faulty or off
- Supply which serves flat exclusively faulty or off

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