

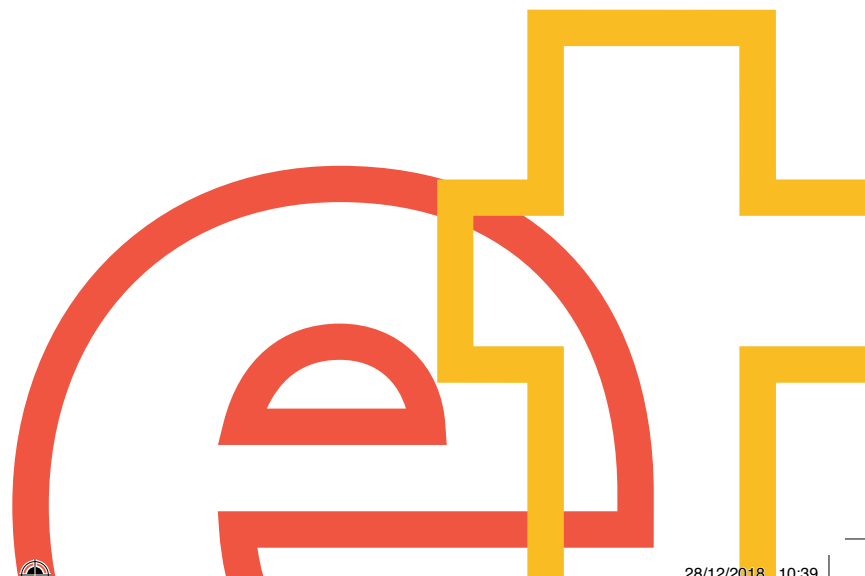
# Information for leaseholders

## 8: Exterior repair responsibilities

Thirteen will ensure the building insurance is in place dependent upon your lease

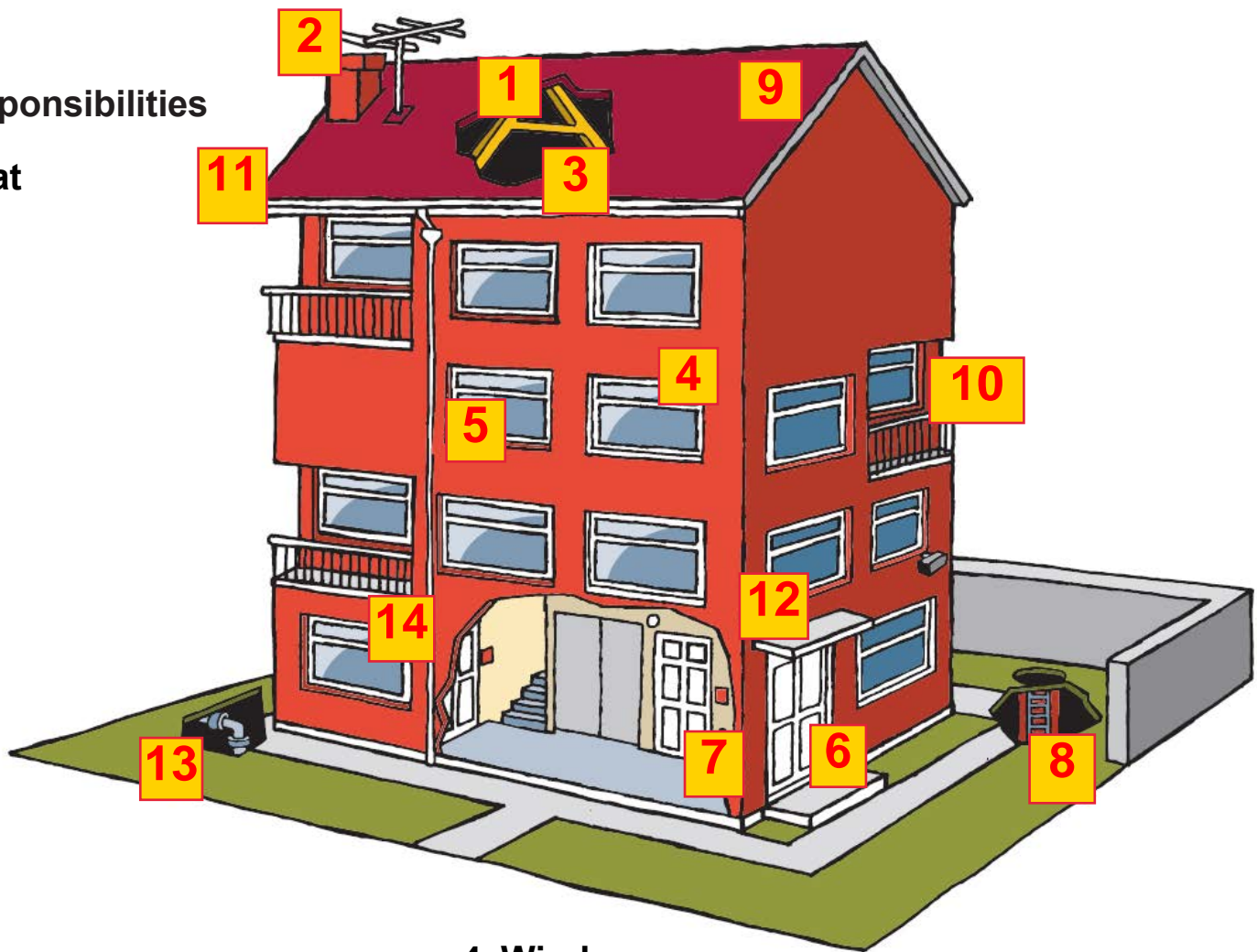
We will consult with you around any major works and costs applicable to you

We review service charges on an annual basis.



## Repair responsibilities

### Outside flat



### Thirteen responsibility Leaseholder responsibility

#### 1. Chimney stacks

- Pointing
- Brickwork cracking

#### 2. Communal TV aerial

Reception poor or off  
Systems which serve  
flat exclusively

#### 3. Roofs

- Leaks
- Tiles loose
- Fell damage
- Storm damage

#### 4. Windows

- Repairs and decoration to window frames

Repairs to locks, handles  
and hinges

Where the building is above 5 stories high and the works cannot be carried out safely from the inside of the flat/apartment, Thirteen will offer to carry out the works and recharge the leaseholder where possible and practical.

#### 5. Glass in windows

- Cracked glass
- Replace glass
- Make safe and secure glass

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**6. External doors**  
(including front doors of flats leading into communal areas)

- Repairs and decoration to doors and door frames
- Faulty locks, handles and hinges
- Repairs to doorbells, knockers and hinges
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- Faulty locks, handles and hinges
- Repairs to doorbells, knockers and hinges

**7. Glass in external doors**  
(including front doors of flats leading into communal areas)

- Cracked glass
- Replace glass
- Make safe and secure glass

**8. Sewers, drains, water pipes, manhole covers**  
Items serving multiple properties

- Leaks
- Blockages
- Bursts
- Missing or broken covers

Items which serve the flat exclusively

- Leaks
- Blockages
- Bursts
- Missing or broken covers

**9. Loft**

- Repairs to roof structures
- Replacing insulation

**10. Balconies**

- Deterioration of structure or parts, external finish or framework
- Floor surfaces including tiling

**11. Gutters, rainwater, pipes and soil pipes**

- Leaks
- Blockages
- Refixing items

**12. Canopies**

- Leaks through fault or tile covering
- Repairs to the structure or support

**13. Foundations**

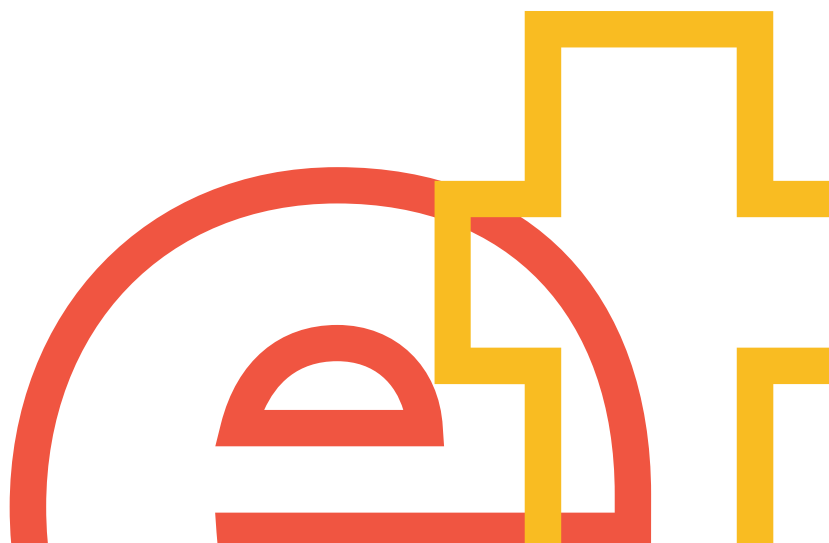
- Subsistence
- Rising damp

**14. Woodwork**

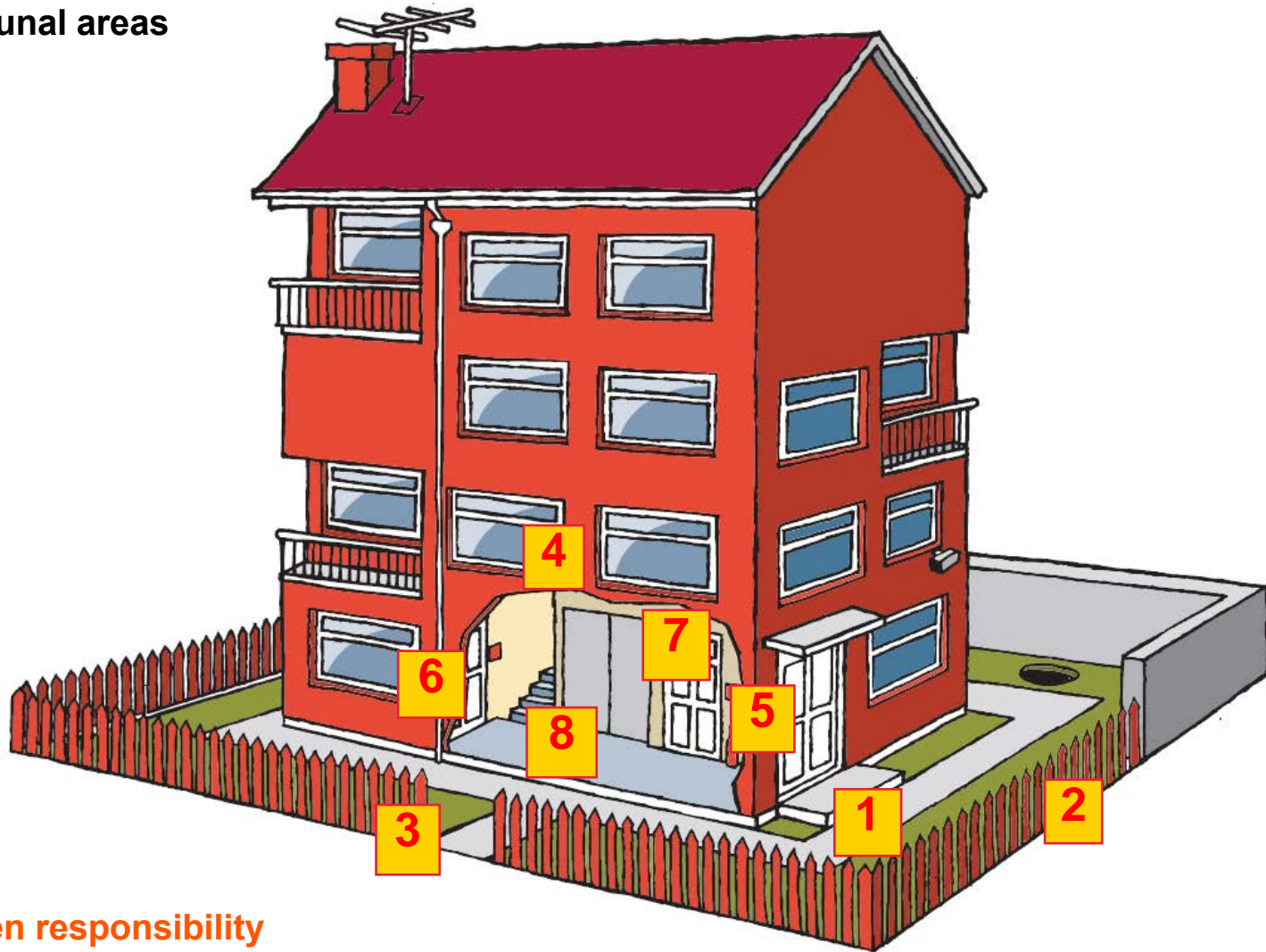
Repairs or decoration to fascia, barge or other boards

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## Communal areas



### Thirteen responsibility Leaseholder responsibility

#### 1. Communal gardens

Where area is NOT coloured on the plan in the lease

- Keep clean and tidy

Where area is coloured on the plan in the lease

- Keep maintained and tidy

#### 2. External walls, fences and gates\*

Where NOT marked T on the plan in the lease

- Painting or repairs to brickwork
- Repair or decoration to fencing or gates
- Make safe

Where marked T on the plan in the lease

- Painting or repairs to brickwork
- Repair or decoration to fencing or gates
- Make safe

#### 3. Shared forecourts, pathways, roadways and other common parts

- Cracked and lifting pavement
- Keep clean and tidy

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**4. Passages, landings,  
Staircases and other  
common parts**

- **Decoration**
- **Lighting or sockets, faulty on or off**
- **Broken or cracked flooring**
- **Stair treads missing or lifting**
- **Repairs to skirting boards**

**5. Communal external and internal doors and windows**

- **Decoration and repairs to window frames, doors and door frames**
- **Replace broken glass**
- **Repairs to locks, handles and door closures**
- **Repairs to door bells knockers and numbers**

**6. Communal fire alarms, fire equipment smoke alarms, extractor fans, door entry, and CCTV systems**

- **Broken or faulty**
- **Servicing**

**7. Post boxes**

- **Replacement keys/locks**
- **Repairs to box**

**8. Lifts and machinery**

- **Lift broken or faulty**
- **Servicing**
- **Statutory inspections**
- **Lights off**

