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Preventative Maintenance Addendum to Lease Agreement

Adhering to these suggestions will greatly reduce the number of Work Orders you submit.

EMERGENCIES - dial 911

IMPORTANT: Water leaks can cause severe damage over time if left untreated, so please address any signs of water leakage immediately. This includes sinks, toilets, tubs, water heaters, air conditioners, and roofs and windows from rain.

Smoke/Carbon Monoxide Detectors. It is the Tenant's responsibility to keep all smoke detectors and carbon monoxide detectors in good working order. If any detector is not working and is battery operated, please change the 9-volt battery. If you have changed the battery and it is still not working, please submit a Work Order through the online Tenant Portal.

Air Conditioner. Tenants are required (also see A/C lease addendum) to change all AC filters every 30 days. Regular filter changes also improve energy efficiency and reduce electricity consumption. NOTE: If the HVAC needs to be serviced due to not changing the AC filter regularly, the cost will be billed to the Tenant.

Furnace / Water Heater / Stove. If the furnace, water heater or stove is not working, please check and make sure all pilot lights are lit and your gas is on. NOTE: Tenants are charged for service calls to light the pilots.

Plumbing Stoppages. Do NOT flush non-flushable items, i.e., sanitary napkins, paper towels, diapers or baby wipes. If a toilet gets stopped up, please use a plunger to see if that corrects the problem. NOTE: Tenants are charged for toilet stoppages when caused by foreign or improper objects in the lines, and also for repairs from water damage to ceilings, floors, carpeting, etc. **If a toilet is leaking at the bottom, please turn the water off at the cut off (located directly behind the toilet) until maintenance gets there.**

Garbage Disposal. CLOGS: Always run plenty of water in the sink when using the garbage disposal. During the colder months, the pipes will be cold so you will need to run hot water before, during and after operating the disposal as grease and soap will stick to cold pipes causing build-up and eventual blockage. MOTOR STOPS: If the disposal stops working altogether, 1) try the reset button located at the very bottom or side of the garbage disposal, 2) check for a power switch on the wall near the sink, 3) try the GFI reset button located on an outlet in the kitchen, 4) ensure that the plug itself (usually under the sink near the disposal) is secure in the electrical socket, and 5) use your disposal wrench – found under the sink. For a complete list of things never to put down your disposal, go to: <https://clark.com/family-lifestyle/foods-never-put-down-garbage-disposal/> NOTE: Stopped up disposal repairs will be charged to the Tenant.

Dishwasher. Never load dishes in the dishwasher without rinsing food off or you will eventually clog the drain/hose. If the dishwasher is not working, 1) check for a power switch on the wall near the dishwasher, 2) try the GFI reset button on an outlet in the kitchen, and 3) ensure that the plug itself is securely in the electrical outlet. NOTE: Cleaning a clogged dishwasher drain will be billed to the Tenant.

Electrical Outlets. If you have plugs that are not working, try pushing in the reset button on the GFI (normally located in the kitchen and restrooms.) This is a red button on the electrical socket.

Trash. Please keep the property clean and sanitary by promptly disposing of all garbage and lawn refuse in appropriate receptacles. This will help control ants and other pests.

Drains. It is the Tenant's responsibility to keep all tubs and sinks draining properly. During the colder months, the pipes will be cold so you will need to run plenty of hot water as soap can stick to cold pipes causing build-up and eventual blockage. An inexpensive and environmental way to keep your restroom drains clean of oil and hair build up is to use baking soda and vinegar: <https://crunchybetty.com/clean-your-drains-baking-soda-vinegar> NOTE: Costs to unclog tubs or sinks will be charged to the Tenant.

Faucets. If a sink faucet has restricted water flow, please remove the aerator and clean out the screen (might require the use of pliers.) Then replace the aerator – hand-tighten only. If this does not resolve the problem, please submit a Work Order.

Mold and Mildew. Mildew forms where it tends to stay damp. It is the Tenant's responsibility to prevent mildew or mold from accumulating on the windowsills, bathtub, shower, and bathtub surround. A quart size spray bottle of water with a tablespoon of bleach added works well. Spray carefully on spots to avoid drips onto carpet. NOTE: Costs for cleaning mildew or mold will be charged to the Tenant.

Frozen Pipes. During freezing weather, please take all precautions to prevent broken water pipes due to freezing. You can do this by insulating outdoor spigots and exposed pipes, dripping your faucets on exterior walls, leaving the temperature set to 68 degrees and leaving the cabinet doors under the sinks open if you plan to be away from home. NOTE: Costs of repairs related to poor winterization of the property will be charged to the Tenant.

Doors and Window Frames. For older homes, as weather changes in central Texas, the doors and windows may swell with the moisture and then dry out as the dampness subsides. Please keep this in mind before submitting a Work Order. NOTE: **Many Tenants are not aware that tinfoil on the windows CAN start a fire. Under NO circumstances should you cover your windows with foil. If you need to keep the sun out, please use sun-blocking blinds, shades and/or lined curtains.**

Electrical Breakers and Water Valves. Upon moving in, locate any and all water and gas cut off valves and all electrical breakers in case of an emergency. If you need assistance please notify the office.

Pest Control. As per Paragraph 17.A.(9) of your lease, "Tenant, at Tenant's expense, must pay any periodic, preventive, or additional extermination costs desired by Tenant, including treatment for bed bugs." If you have squirrels, raccoons, rats or other rodents, please submit a Work Order.

Tenant

Date

Tenant

Date