

MOAS

CARE AND MAINTENANCE OF APARTMENT

The tenant is responsible for maintaining and controlling the condition of the apartment. Tenants are responsible for changing e.g. lights and fuses. The company will only repair faults that are its responsibility and only after having been informed and the maintenance and service due to normal wear and tear.

	COMPANY RESPONSIBILITY	TENANT RESPONSIBILITY FOR CARE AND PAYMENT	ADDITIONAL INSTRUCTIONS
--	------------------------	--	-------------------------

HEATING

air release from radiators	X		
repair of radiator valve	X		
repair of radiator	X		
regulation of apartment temperature	X		

VENTILATION

repair and servicing of range hood installed as standard equipment	X		
cleaning of filter and valve in range hood		X	
cleaning of apartment ventilation exhaust valve		X	
exchange and repair of exhaust valve	X		

WATER AND SEWER SYSTEM

change of faucet washer	X		
change of faucet	X		
connecting washing machine and dishwasher		X	Always contact the company
change the hose for the telephone shower	X		
stoppers for wash basins and bathtubs	X		
repair / change of wash basin	X	X	Tenant responsibility if broken intentionally
cleaning of floor drain		X	Usual floor drains
cleaning sewer block and drain-trap	X		Immediately contact the company
plumbing leakage	X		Immediately contact the company
repair of toilet seat and flushing apparatus	X		
shower curtain		X	

ELECTRICAL EQUIPMENT

fuses in apartment fuse box		X	
apartment internal electric cords (original)	X		
apartment lights and bulbs		X	MOAS 1-2 company responsibility
repair of light switches and wall sockets	X		
repair of sockets for antenna and telephone	X		
antenna connecting wire, network card and -cable and possible adapter for the telephone plug		X	
additional electric installations		X	Always contact the company

WINDOWS

window panes	X	X	Inner window tenant responsibility
repair of permanent window sealing	X		
repair of window framework and fittings	X		

DOORS

apartment entrance door	X		
apartment entrance door mailbox and doorbell	X		
name of tenant on entrance door of apartment and on the mail box		X	Stickers free of charge from the company
apartment entrance door peephole		X	May not be removed
repair of apartment interior doors	X	X	Tenant responsibility if the damage is caused by tenant

	COMPANY RESPONSIBILITY	TENANT RESPONSIBILITY FOR CARE AND PAYMENT	ADDITIONAL INSTRUCTIONS
--	------------------------	--	-------------------------

KEYS AND LOCKS

additional keys		X	Always contact the company
change of non-repairable key	X		Always contact the company
installation of security lock		X	A permission from the company required
repair of apartment entrance lock	X		
change of lock series of apartment entrance door		X	Always contact the company

CUPBOARDS, STOVE, REFRIGERATOR AND OTHER APARTMENT EQUIPMENT

permanent cupboards and shelves, rails and fittings	X		
coat rack, bathroom mirror	X		
repair of apartment refrigerator and its accessories	X		
stove and accessories	X		
refrigerator and stove bulbs, mirror lights		X	
defrosting and cleaning of refrigerator and freezer and cleaning of drain		X	
vacuuming of refrigerator and freezer condenser (back wall) once a year		X	
curtain clips		X	

WALLS, CEILINGS, FLOORS

painting or other similar repair / renewing of walls and ceilings	X	X	Always contact the company
repair and renewing of flooring	X		

Changing the battery and testing (twice a month) of the fire alarm installed by the company. Any fault in the fire alarm has to be immediately reported to the representative of the company.		X	The company gives the batteries free of charge
---	--	---	--

OUTSIDE AREAS

cleaning and clearing of snow and removing of ice from apartment outside steps		X	In MOAS 18,19,20,22,23,24,25, 27 and 29
cleaning and mowing the lawn from apartment yard		X	In MOAS 18,19,20,22,23,24,25 and 29

THE LESSOR IS RESPONSIBLE FOR THE MAINTENANCE AND SERVICE CAUSED BY NORMAL WEAR AND TEAR.

THE TENANT IS RESPONSIBLE, AT PERSONAL EXPENSE, FOR REPAIRS CAUSED BY NEGLIGENCE, INCORRECT HANDLING OR NEGLECT OF MAINTENANCE OR CONTROL, OR THE REPAIRS WILL BE DONE ON THE TENANTS' ACCOUNT ACCORDING TO THE ACT CONCERNING THE RENTAL OF DWELLINGS.

ADDITIONAL INFORMATION ABOUT THE DIVISION OF RESPONSIBILITIES, REPAIRS, ETC. AVAILABLE IN MOAS OFFICE OR FROM THE JANITORS.