

Repairs and Maintenance Responsibilities – Quick Guide

Item	Landlord	Tenant	Exceptions	Item	Landlord	Tenant	Exceptions
Balconies	*			Doors (internal) Pass		*	Where door does not function
Bannister (internal)	*			Door name plates		*	
Baths	*			Downpipes, rain & soil	*		
Bin shelters	*			Drainage (incl blockages)	*		
Communal Stair lighting	*			Driveways		*	Where part of pedestrian access to house
Brick/block work, etc.	*			Drying areas (communal)	*		
Carports	*		Unauthorised installation	Electric heating	*		
Ceilings	*			Electric plugs		*	
Chimney stacks/pots, cowls, etc.	*			Electric wiring, sockets & switches	*		
Cisterns	*			Fascia, soffit boards, etc.	*		
Clothes poles	*			Fences-garden boundary	*		
Cookers		*		Fences-between gardens		*	When a hazard
Communal TV Aerial & Socket	*		Where installed by tenants	Fire (elec & gas) provided by Landlord	*		
Communal areas to flats	*		Cleaning which is tenants responsibility	Fireplaces		*	Landlord Installation
Mirrored Doors		*	When installed by landlord	Door Entry Systems	*		
Cupboards		*	Subject to inspection	Floor tiles		*	Subject to inspection
Damp-proofing	*			Floorboards	*		
Decoration, internal		*		Foundations	*		
Doorbell		*		Fuse box, ELCB, fuses/MCB	*		Where tripped by tenant appliance
Doors to common areas	*			Fuse to plug		*	
Doors/door fittings (external)	*		Tenant Damage	Garages		*	Landlord provision
Door locks	*		Where tenant has lost/broken key or through misuse	Play areas and equipment	*		
Gas central heating/ pipes/ radiators/timer/ thermostats/ pumps, etc.	*		Unauthorised installations and those not adopted for maintenance	Porch	*		Unauthorised structure
Gates	*			Radiators	*		When removed by tenant for decoration
Glass, external	*			Retaining walls	*		Garden features
Glass to internal doors/ screens		*		Roof, roof tiles/slates, sky lights	*		

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Glass, double/triple glazing	*		Tenant Damage	Ropes for clothes drying		*	
Greenhouses, Garden Sheds & other Garden structures		*		Roughcast	*		
Guttering	*			Rotary clothes lines	*		When installed by tenants
Handrails, external	*			Satellite Dishes		*	
Hatch to loft (communal or individual)	*			Shower unit		*	Where provided by landlord
Kitchen fittings & worktops	*		Wilful damage	Sink base unit	*		
Keys (replacement)		*		Sink bowl & drainer	*		
Immersion heaters	*		Unauthorised installation	Smoke detectors (mains or battery)	*		
Lifts	*			Smoke detectors (battery replacement)		*	
Light bulbs		*		Soft furnishings, provided by landlord	*		
Lighting pendants & roses	*		Tenants Installations	Ventilators (mechanical)	*		
Overflow pipes	*			Wash hand basins	*		
Painting, external	*			Waste plugs/chains to basin/bath/sink	*		
Painting, internal		*		Smoke detectors (mains or battery)	*		
Parking areas (communal)	*			Stairs (common or internal)	*		
Path to garden		*	Communal Access	Steps	*		
Paths – Access to property	*		Public Paths – Local Authority responsibility	Skirting boards		*	
Pigeon lofts		*		Taps & washers	*		External tenants installation
Plaster & plasterboard	*		Cosmetic or Tenant Damage	WC	*		
Water heating	*			Window frames	*		
Water supply	*		Scottish Water mains issues	Washing Machine Waste		*	Except where installed by landlord