



13th December 2016

Maintenance of Village Properties

Dear Friends,

In line with case law, and through the terms of their tenancy agreements, each tenant has agreed to use the premises in good tenantlike manner. The Committee felt it appropriate to outline your basic responsibilities which include the items in the non-exhaustive list below:

- To keep gutters & roofs clear of creeping ivy growth, leaves etc.
- To keep hedges trimmed to a height of between 5 and 7 feet
- To keep trees properly pruned & maintained (except for mature woodland trees in JVL properties in Beech Lane and Copse Lane, maintenance of which remains the responsibility of JVL)
- To keep chimneys swept & windows cleaned
- To keep the garden cultivated
- To replace washers on dripping taps
- To maintain interior decorations at least once every 5 years, and in the 6 months prior to termination of your tenancy
- To replace/repair accidental damage to landlord's property including window glass
- If locks are changed, to hand a duplicate key in to the Estate Office
- To keep sinks, basins, baths, and showers free from blockages
- To maintain and repair back gates, their hinges & fasteners
- To pay Utility & Council Tax Bills
- To clean shower heads and shower hoses with disinfectant at least once a year
- To advise the landlord when the hot water system is not heating properly

In addition to the above please can you also make a point of notifying the Estate Office of any work/repairs needed to prevent further deterioration?

Thank you for your co-operation in helping us to look after the Village's historic properties.

Yours faithfully,

Chris Jenkins
Estate Manager & Secretary

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