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### RESIDENT'S MAINTENANCE RESPONSIBILITIES (CONTRACT OF CARE)

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#### EXTERIOR MAINTENANCE

1. Cut grass, trim bushes and shrubs, weed and fertilize and plant flowers as needed.
2. Maintain front and rear yard. Keep yard free of trash and debris. Keep garbage cans covered.
3. Shovel snow in winter. Keep service walks and stairs free from snow and ice at all times.
4. Repair/replace all broken windows (including repair or replacement of damaged door glass).
5. Repair/replace broken screens.
6. Replace mailbox as needed.
7. Replace broken or missing address numbers on house.
8. Maintain and repair all fences.
9. Other minor exterior maintenance as needed.

#### INTERIOR MAINTENANCE

1. Paint all walls, ceilings, floors, trim and any other paintable surfaces as needed.  
If scraping is needed, contact CHN Maintenance Department.
2. Clean carpet as needed (at least annually).
3. Caulk sink and tub areas as needed.
4. Replace washers/cartridges in kitchen and bathroom faucets as needed.
5. Change furnace filters during the heating season.
6. Replace broken or missing doorknobs.
7. Replace window locks and lifts when broken or missing.
8. Test smoke detectors monthly; replace batteries every six months.
9. Other minor interior maintenance as needed.

Your responsibilities as a resident are detailed in your Lease agreement and this Handbook.