MULTIFAMILY NW
The Association Promoting Quality Rental Housing

SINGLE FAMILY/CONDO/MULTIPLEX
HOME CARE ADDENDUM

EQUAL HOUSING OPPORTUNITY

DATE _____ PROPERTY NAME / NUMBER _____

RESIDENT NAME(S) _____ _____ _____

_____ _____ _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

As presently adopted, subsequently amended or modified, this Home Care Addendum is incorporated into the Rental Agreement executed or renewed this date and applies to all Residents, their family, temporary residents and/or guests. Each Resident is responsible for ensuring that his/her family and guests know and follow the Home Care Addendum.

1. GETTING STARTED

When you move into a property, it is helpful to know where important items are located. Take the time to know or locate the following:

a. Main circuit breaker in the event the power goes out.

b. Gas shut-off valve—turn off during emergencies/disasters for safety.

c. GFCI plug(s)—so you can check them if your plugs or appliances in the bathroom, kitchen, patio or garage fail to work.

d. Electric and/or gas meters to check your utility bills.

e. The main water shut-off valve (usually located on the street or driveway) in case of major flooding.

f. Water shut-off valves below the sinks and behind toilets in case of water leaks.

2. GENERAL CARE

The following items are Resident's responsibility, at his/her expense, while living at the property:

a. Replace light bulbs with the correct type and wattage.

b. Replace or clean furnace and air conditioning filters every 3 months.

c. Replace smoke alarm and carbon monoxide alarm batteries (as required by your Smoke Alarm/Carbon Monoxide Alarm form M005). For any questions please review the following link: http://www.oregon.gov/osp/sfm/pages/commed_co_program.aspx#Carbon_Monoxide_Alarm_Frequently_Asked_Questions_(FAQ)

d. Report non-functioning smoke alarms and CO alarms immediately if new batteries do not solve the problem.

e. Make sure the dryer's lint trap is clean and free of debris at all times.

f. Carpets must be professionally cleaned. We do not recommend non-professional equipment.

g. Perform normal insect control—for example, spiders, wasps, etc.

h. Perform normal rodent control, such as setting traps.

i. Keep property clean, sanitary and free from all accumulations of debris, filth, rubbish and garbage.

3. HARD SURFACE/FLOORING

a. Felt pads are required on all furnishings placed on any hard surface floors. Rugs should be placed on the wood floors at entry and exit doors to protect floors.

b. To clean hardwood floors use only: (i) a dry mop; (ii) floor brush attachment on a vacuum cleaner; or (iii) an Owner/Agent approved wood floor cleaner. If the following is filled in Owner/Agent has approved SAMPLE as the only cleanser for hard surfaces.

c. Wipe up spills with a clean, damp sponge or cloth as soon as they occur. If using a water solution, wipe up any excess liquid. Liquids left standing on any type of flooring can damage the surface.

d. Any discoloration or warping is to be reported to Owner/Agent immediately.

e. CORK FLOORING: Cork is porous and absorptive; a sealer or protective coating should be applied for resistance to spills and wear. Avoid using water.

f. PAINTED SURFACES (e.g. cement): Test the washability of the surface by first washing an inconspicuous area. Use a non-abrasive, all-purpose cleaner or a wood cleaner.

4. KITCHEN/DINING

Countertops: Abrasive cleansers or abrasive cleaning instruments are not permitted. If the following is filled in please use SAMPLE as the only cleanser.

SAMPLE

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Refrigerator: Do not overload the refrigerator or freezer. Doing so may cause the refrigerator to not work properly.

Refrigerators that are not frost-free require defrosting as often as once a month. When ice build-up occurs please proceed in the following manner:

a. Remove food and store in another location while defrosting
b. Turn off the freezer control
c. Open the freezer door
d. Allow the ice to melt into the tray

Do not use sharp objects to dislodge frost—allow frost to melt.

When moving refrigerator for cleaning please do so with caution. Any damage to the flooring will be the responsibility of the Resident.

If a water filter has been provided upon move-in, any additional filters needed during tenancy, will be at the cost of Resident.

Oven: SELF-CLEANING: Resident is responsible for getting familiar with the self-cleaning process. Please remove all racks prior to starting the self-cleaning feature. Do not use any abrasive cleansers or oven cleaner or abrasive instruments on oven.

NON SELF-CLEANING: Do not use any abrasive cleansers or abrasive instruments on oven. Use only oven cleaner as per manufacturer instructions.

Hood Vent: Resident is responsible for replacing and/or cleaning the filter during and/or prior to move-out.

Dishwasher: ONLY dishwasher detergent should be used in the dispenser. DO NOT use dish soap in the dispenser. Rinse all dishes of debris, food and particles. Do not stand or place heavy objects on the dishwasher door. Any damage due to misuse of the dishwasher will be at Resident's expense.

Garbage Disposal: A garbage disposal is used to shred food waste into small pieces that won't clog pipes. **Keep hands and fingers out of disposal at all times.**

How to Use Your Garbage Disposal: Run your garbage disposal regularly. Frequent use prevents rust and corrosion, assures that all parts stay moving, and prevents obstructions from accumulating.

Grind food waste with a strong flow of cold water. Cold water will help any grease or oils that may get into the unit to solidify, so they can be chopped up before reaching the trap. Hot water, on the other hand, will cause grease to liquefy, accumulate, and clog drains.

Put small amounts of leftover food in slowly and make sure the disposal clears before putting more in. Keep the motor running until grinding is complete. Then turn off the garbage disposal but let water continue to run for about 30 seconds, flushing out any remaining particles.

Keep your garbage disposal clean. Pour a little dish soap in and let it run for a minute or so with some cold water.

Things You Should Not Put Down Your Disposal:

a. Anything that is not biodegradable food.
b. Anything combustible.
c. Plastic, metal, glass or paper.
d. Cigarette butts.
e. Bones, pits or large seeds of any kind.
f. Shrimp shells or other shells.
g. Grease, oil or fat, which will slowly accumulate, impede grinding ability, and clog drains.
h. Coffee grounds, which can accumulate and clog drains.
i. Expandable foods like pasta or rice, which can expand inside your disposal or pipes and cause jams and clogs.
j. Corn cobs or husks, celery stalks, lettuce, artichokes, asparagus and other fibrous fruits and vegetables.
k. Potato skins/onion peels—the starches in the potatoes will turn into a thick paste and may cause the disposal blades to stick.
l. Fish tanks shouldn't be cleaned in the kitchen sink because the rocks will freeze the disposal motor.

Cleaning of Disposal: Over time, a film of scum can form in the grinding chamber and it may get smelly.

Consider running ice cubes or lemon wedges in the unit as a means of "cleaning" the unit. The hard ice-chips help knock down the scum layers that build up below the seal, and in the grinder wheel.

To combat the smell, try grinding the peels from a piece of citrus fruit like orange, grapefruit, lemon or lime once a week. Be sure to cut the citrus fruit into small wedges before inserting.

Troubleshooting: In the event that the disposal motor freezes and appears to not be turning, there is a small, red button underneath on the disposal bottom that you can press to reset. If that doesn't make the disposal run, contact Owner/Agent.

5. BATHROOM

Fan: Use bathroom fans during and for at least 30 minutes (preferably 1 hour) after showering and bathing. If no fan is available, open windows slightly for ventilation for the same amount of time.

Bathtub/Shower: Resident is responsible for any plumbing expense due to excessive hair clogs, items removed from drain, or drainage not used properly. To prevent tub and shower drains from clogging please ensure all hair is removed from drain area.

SAMPLE

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Toilet: Do not use declogger or toilet bowl tank products.

a. If you have a toilet that is continuously running or is overflowing, immediately turn the water off at the shut-off valve which is located directly behind the base of the toilet.

b. It is recommended that you have a plunger available.

c. Any discoloration or warping to the flooring is to be reported to Owner/Agent.

d. No abrasive cleansers or cleaning instrument should be used on tubs, sinks, countertop, etc. If grout/caulking appears to be deteriorating please contact Owner/Agent immediately.

Jetted Bathtub: If the home you are renting includes a Jacuzzi or jetted bathtub, it is important to never turn on the pump before the tub is filled with water 2" above the jets. Leaving jets exposed causes excessive splashing in the tub. Never run the jets without adding water to the bath, as this can damage the pump. Resident is responsible for proper operation, and any damages that may occur due to improper use. Do not leave tub unattended while filling or filled.

6. PLUMBING

Water Heater: Inspect your water heater regularly for leaks and report any noted items to Owner/Agent.

If you notice that the pilot light is not lit (on gas water heaters only), please follow the unit instructions and if not able to re-light please contact Owner/Agent or gas company.

Washing machine is leaking: Check your washing machine for leaks and ensure that your discharge hose is securely seated in the discharge pipe.

Faucets: If faucet is constantly dripping contact Owner/Agent. If water pressure out of faucet is low please remove and clean the aerator. Contact Owner/Agent immediately should any of your faucets be leaking.

7. FURNACE/HEATER

a. Forced air furnace systems: The furnace contains one or two air filters. Resident is responsible for maintaining the filters, keeping them clean and free of debris or filth. Filters are to be removed and cleaned or replaced with proper disposable size quarterly. This will allow the furnace to operate properly.

b. Baseboard or wall heaters should be vacuumed once a quarter with a brush attachment. Ensure the heater is turned off while cleaning.

c. Keep furniture at least 5" away from heater wall to prevent fire and mold/mildew build up.

If furnace malfunctions please call Owner/Agent immediately.

8. CABLE INSTALLATION

Cable Installation Policy: Resident must have permission, in writing, by Owner/Agent to install any cable. No installation may be performed in a manner that causes permanent damage to the unit or the building. All cable entry holes must be caulked to prevent water damage to property. All installations must be performed in a reasonable manner as not to cause damage and/or safety concerns. Resident is to submit pictures of each room/area where cables were installed to Owner/Agent within 1 business day.

Failure to comply with this Addendum will be a material noncompliance with the Rental Agreement. Resident will be responsible for any damages resulting from any noncompliance.

X SAMPLE RESIDENT	SAMPLE DATE	X SAMPLE RESIDENT	SAMPLE DATE
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X SAMPLE RESIDENT	SAMPLE DATE	X SAMPLE RESIDENT	SAMPLE DATE
		X SAMPLE OWNER/AGENT	SAMPLE DATE

SAMPLE

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