

Translation

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عربي **ARABIC** বাংলা **BENALI**

إذا أردت هذه الوثيقة بلغة أخرى فالرجاء
وضد - ٠٠١ - ٠٠١ المربع أعلاه وإعادة هذه

যদি আপনি এই ডকুমেন্ট অনুবাদ আকারে পেতে চান,
তাহলে মধ্য করে উপরের বাহুরে টিক দিন এবং এই ফর্মটি
আমাদের নিকট ফেরৎ পাঠান।

中文 (繁體字) **CANTONESE** فارس **FARSI**

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字，請在方框中打勾，然後將本表格寄
回給我們。

اگر مایل هستید که این مطلب ترجمه شود،
لطفاً در مقابل باکس علامت بزنگ و بر ایمان
برگردانید.

ગુજરાતી **GUJARATI** हिन्दी **HINDI**

श्री तमने आ दस्तावेज नी त्रजूमी (ग्री-सलेशन)
श्रीतुती छेय ती, कृपा करी उपर ओकसमां
निशानी करी अने आ होम अमने रवाना करी.

इस दस्तावेज का अनुवाद यदि आपको चाहिए
तो उपर बने खाने में टिक का निशान लगा कर
कृपया यह फार्म वापिस हमें भेजें।

كوردی **KURDISH** 中文 (简体字) **MANDARIN**

ئەگەر حەزەتەکانیەت ئەم بەلگەنامەییەت بۆ تەرجومە بکەیت،
تەنکایە نیشارەتێک ئەنا و ئەو بۆ نیشاییە سەرەوودا دا بن و
ئەم فۆرمەشمان بۆ بنێزەوه.

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我们。

Polski **POLISH** Português **PORTUGUESE**

Jeżeli chcesz przetłumaczyć ten dokument,
zaznacz opcje powyżej i zwróć do nas ten
formularz.

Se desejar uma tradução deste documento,
queira assinalar o caixilho mais acima e
devolver-nos este impresso.

ਪੰਜਾਬੀ **PUNJABI** Русский **RUSSIAN**

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਤਰਜਮਾ ਪੰਜਾਬੀ ਵਿਚ
ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਉੱਪਰ ਵਾਲੇ ਡੱਬੇ
ਵਿਚ ਸਹੀ ਦਾ ਨਿਸ਼ਾਨ ਲਾ ਕੇ ਇਹ ਫਾਰਮ ਸਾਨੂੰ ਵਾਪਸ ਭੇਜ
ਦਿਓ।

Если вы хотите получить перевод этого
документа, поставьте выше галочку и
верните нам формуляр.

Soomaali **SOMALI** Türkçe **TURKISH**

Haddii aad jeceshahay in dokumentigaan
laguu turjimo fadlan calaamad saar
sannuuqa kor ku xusan kadibna foomkaan
inoo soo celi.

Bu belgenin Türkçe'ye çevrilmesini
istiyorsanız, lütfen yukarıdaki kutuyu
işaretledikten sonra bu formu bize gönderin.

اردو **URDU** Tiếng Việt **VIETNAMESE**

اس دستاویز کا ترجمہ اگر آپ کو درکار ہو تو اوپر سب سے خانے
میں تیکس کا نشان لگا کر برائے مہربانی یہ فارم واپس ہمیں بھیجیے

Nếu bạn muốn tài liệu này được chuyển
dịch sang tiếng Việt, xin đánh dấu vào ô
trên và chuyển bản khai này cho chúng tôi

Contact Us

If you require further information about this leaflet, please contact us by letter, email telephone or visit our website.

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This leaflet is available in other languages, braille or large print on request.

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REPAIR responsibilities



Spectrum
signpost

At Signpost, we aim to provide quality homes for all our tenants. We have set budgets each year to maintain our properties and it is critical that we spend this money effectively. To help us, it is important that you understand what we, as your Landlord, and what you, as our tenant, are responsible for.

This Leaflet summarises our and your repair responsibilities.

What are we responsible for?

Structure of the Property

- Roof, Walls, Chimney Stacks, Floors, Ceilings, Stairs;
- Boundary Walls and Fences, where they are owned by us;
- Paths;
- Communal areas.

External Fittings

- Drains, Gullies, Inspection Chambers, Manholes and External Pipes, excluding blockages;
- Rainwater goods, including blockages;
- External Doors, Window Sills and Frames;
- External decoration;
- Internal decoration of communal areas;
- Communal facilities such as lighting.

Internal Fixtures and Fittings

- Doors, Windows, Kitchen units;
- Bath, Sinks, Shower, Toilet;
- Plasterwork, Floor and Wall Tiling;
- Fittings for the supply of water, gas, oil and electricity;
- Heating and Hot Water supply equipment.

What are you responsible for?

General

- Repairs due to neglect or damage, both deliberate and accidental, by you, your family or your visitors;
- Garden maintenance and Boundary hedges, except where these are communal and/or covered in your service charge;
- External fittings, Washing lines;
- Drain blockages within the property boundary, including gullies and pipes which run to the main drain;
- Blockages from internal fittings (sink, bath, shower, wash basin, toilet);
- Sweeping of Chimneys and Flues;
- Rubbish Clearance.

Internal Fixtures and Fittings

- Painting and Decorating;
- Keys, replacement and additional;

- Broken glass;
- Toilet seat and fittings;
- All aerials, excluding communal facilities;
- Minor internal repairs and replacements such as light bulbs, fluorescent tubes and starters, curtain rails, bath and sink plugs and chains;
- Repairs to fixtures and fittings owned by you;
- Repairs to installations fitted by you.

Adaptations

- All works to disabled facilities provided under the Disabled Facilities Grant, except where the tenancy has changed and the facilities have been left for you when you move in.

Pests

- All works to remove pests such as wasp and bee nests, ants, rats and mice.

Reporting a repair

Telephone: 01258 484848
Email: repairs@sha.co.uk
Out of Hours: 0845 600 3574

Other useful information

Your Tenancy Agreement – this contains a more detailed list of repair responsibilities.

Other useful Leaflets:

How to Report a Repair
Making Improvements and Alterations to your Home