

DAMAGE

GUIDELINES

Maintenance

ATTENTION

We recommend that you arrange insurance to cover any damage during your stay and please do not fail to report any damages during your stay, it is important that our inspector get a chance to look at it , to avoid the damage to become larger than needed.

First step when moving in with Housing Foundation, you will get a **move-in** inspection which includes a report where the conditions of the lease are noted. When your renting period is over, the conditions after your stay are then noted in the **move-out** report. Please note that when an inspection takes place in your rented accommodation there are 2 things which can affect your deposit are: damages and cleaning.

The role of this summary is to help you avoid unintentional damages and charges during your stay. It is our biggest interest to make sure you have a pleasant stay with Housing Foundation.

Examples of damages in the room and how to avoid:

- Leaving the windows or balcony doors open unattended can cause water damage on the floor if it suddenly starts raining as water will accumulate on the floor! Therefore please keep all the windows and balcony doors fully closed when leaving the accommodation.
- Washing the floor with a lot of water can easily damage the floor. Please use a slightly wet mop instead.
- Be very careful when placing posters/pictures with tape or sticky pads, as some types of tapes are difficult to remove and leave marks on the surfaces.
- According to our experience we often find non removable marks or spots on the top mattress. We have handed out a mattress protector sheet (waterproof) at the beginning of your stay which we expect that you use. Also please try not to eat and drink on the bed.

Examples of damages in the kitchen and how to avoid:

- Be careful not to scratch and damage the kitchen counter when preparing food. Please **ALWAYS USE** a cutting board.
- Be aware of damages caused by heat on surfaces. Please **ALWAYS USE** trivets under hot dishes/pots to avoid heat damages. Also be careful not to smash or crack the hotplate or oven glass.
- Water damages caused by splashing excess amount of water on the kitchen countertop when during dishes. Please **ALWAYS REMOVE and DRY** the water from the surface after finishing your job and remember to use a dish drying rack.
- Be aware of damages on the inside parts of the fridge when placing heavy items in the plastic boxes as they easily can crack.
- Freezer doors can be damaged easily if the freezer compartment has a lot of ice accumulated inside and the door is forced to be shut. In some cases damage can happen to the freezer door if the main fridge door is forced to be closed while the freezer door is being left open. Therefore please defrost your freezer occasionally. See our guide on our website under cleaning plan.

Examples of damages in the bathroom and how to avoid:

- Water damage on the bathroom sink cabinet and mostly on the cabinet door(s) appears like cracks and swelling. Please **ALWAYS REMOVE and DRY** water from the cabinet and cover the shower area well with the shower curtain.
- Water damage on the bathroom door appears with peeled of paint and swelling on the bottom. Please be sure to **ALWAYS COVER** the shower area well with the shower curtain and avoid water splashing onto the door.
- Be careful with the wooden floor when stepping out of the bathroom all wet after showering. Damages caused by lots of water appears by signs of crack and swelling on the floor. Please use a mat to protect the floor.

**Repair or replacement
can get expensive!**

Please be careful and maintain.