



Landlord's Primary Duties

In pursuit of maintaining an effective, efficient, and healthy relationship with our tenants, we ("River Birch Realty") are aiming to clarify the expected roles of both the landlord as well as the tenant(s).

- **Landlord's Primary duties**
 - **Ensuring functional plumbing**
 - Ensuring a functional delivery system from the city of Springfield's water main to the property and back to the sewer is a key task given to the landlord. Clogs, leaks, nonfunction, and discolored water are all included in this. Preventable clogs (caused by tenant(s)) are not inherently included here.
 - **Ensuring functional wiring**
 - Ensuring a functional electrical system and wiring is a key task given to the landlord. This includes GFCI outlets near water sources, and functional breakers.
 - **Ensuring a safe and effective shelter**
 - Keeping a shelter effective is a very core task given to a landlord. Broken windows, leaking ceilings, flooding, and other physical damage to the property not unreasonably caused by the tenant(s) are items that are set for the landlord to resolve.
 - **Keeping critical infrastructure up to code**
 - Any infrastructure that is required for a safe shelter that is not a luxury is provided by the landlord.
 - **Ensuring functional appliances**
 - Landlord is responsible for maintaining appliances by repairing issues caused by normal wear and tear.
 - **Resolving any issues created from negligence not caused by the tenant**
 - Some damage may be caused by previous owners, landlords, or tenants, that has not been appropriately dealt with previously. This is damage that is for the landlord to effectively mitigate.



- **Tenant's Duties**

- **Ensuring continual utility service**

- The landlord is not responsible for ensuring the proper utilities remain on or in good standing. Lapse of service due to non-payment by the tenant(s) is the tenant(s)'s sole responsibility.

- **Keeping the premises free of mice, bugs, and other pests.**

- Mice, bugs, and other pests are the tenant's responsibility.

- **Keeping the premises well maintained / Keeping the premises free of trash and/or litter**

- Maintaining a clean environment reduces the likelihood of pests, bugs, and can help to retain the security deposit. Reporting any known damage to the landlord is also a tenant's duty.

- **Maintain carbon monoxide and smoke alarms**

- Maintaining the smoke alarms and carbon monoxide detectors on the premises is an essential task. This includes replacing the batteries when they are low, as well as ensuring that a smoke detector is placed inside of each room that someone sleeps in.

- **Changing furnace filters quarterly**

- Given the existence of a furnace, the tenant(s) is tasked with replacing the furnace filter quarterly. Furnace filters will be provided by the landlord. If the tenant(s) are in need of furnace filters, they should contact the landlord.

- **Keeping drains free from preventable clogs**

- Maintaining the drain network of your home is an essential task. You can help to maintain it by preventing grease, oils, fats, hair, dirt, debris, and other items from going down your drains.

- **Ambiguous Duties**

- Some duties may be performed by either the landlord or the tenant. It is encouraged that the tenants do these. The tenant may request the landlord to achieve some tasks set as the tenant's duties, and **for their services the landlord may be compensated by an amount equal to the services rendered.**