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## Guidelines on Minor Repairs

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In accordance with the listed items in article 7.4:203 / 210 (incl.) BW and article 7.4:217 BW  
The following costs are to be borne by lessee:

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- A. mounting and fastening loose parts in the living accommodation, including in all instances loose:
  - banisters, doorknobs and thresholds;
  - electrical switches, power points and door bells;
- B. replacement and restoration of parts and fixtures of the living accommodation which can be easily replaced, among which in all instances:
  - door and window knobs, hinges and locks;
  - keys for indoor and outdoor locks;
- C. maintaining operability and regular checking, oiling and lubricating or decalcifying movable parts, among which in all instances:
  - door, shutter and window locks and hinges;
  - taking measures to prevent (repair of) frozen taps;
- D. replacement of light bulbs inside and outside the premises;
- E. replacement of damaged windows and mirrors irrespective of the cause;
- F. maintenance and replacement of parts of technical installations in the premises insofar as this maintenance is technically simple and does not require any specialized knowledge, among which in all instances:
  - bleeding radiators and filling the central heating system with water;
  - re-starting of the central heating system after failure;
  - replacing (mechanical) ventilation filters and cleaning grates;
- G. installation and maintenance of necessary anti-draught measures provided there are no appreciable costs involved;
- H. maintenance of the gardens, yards, driveways and fences such that these appear well cared for, among which in all instances:
  - regular lawn mowing;
  - regular weeding of the lawn and between tiles on driveways, paths and terraces;
  - regular pruning of hedges and saplings;
  - replanting dead shrubbery and plants;
- I. cleaning and, if necessary, removing obstructions in the sewerage pipes in the premises up to the connection point from the living accommodation to the municipal sewer or the main sewer;
- J. inside and outside cleaning of windows, window frames / sills, door frames, painted woodwork and other painted surfaces to the extent they can be reached by lessee;
- K. pest-control, unless the presence of vermin is the result of the structural state of the premises;
- L. regular cleaning of gutters and drainpipes to the extent they can be reached by lessee;
- M. regular removal of dirt and rubbish.