

**APPENDIX H
EXHIBIT C
MAINTENANCE CONTRACT**



Participant hereby agrees to attend an orientation as well as two maintenance workshops arranged by Sponsor. At the time of execution of the Lease, management personnel will conduct an orientation with each participant that involves a “walk through” of the house and demonstration of maintenance of the mechanical systems. Two maintenance workshops will be scheduled annually and will familiarize the participant with the electrical, heating and plumbing systems in the home as well as discuss do-it-yourself repairs and home safety tips. The management personnel may also, from time to time, provide training for the maintenance of the interior and exterior and grounds of the house.

ONGOING MAINTENANCE

Participant agrees to perform certain minor maintenance in the house with necessary supplies provided by Sponsor. Those items of minor maintenance that the Participant is expected to perform include, but not limited to:

Exterior

- A. Cut grass, trim bushes and shrubs, rake leaves and fertilize plants and flowers as needed;
- B. Maintain yard (keep yard free of trash and debris) and keep garbage cans covered at all times;
- C. Remove snow. Keep stairs, sidewalks and driveways free of snow and ice at all times;
- D. Repair/replace all broken windows (including repair or replacement of damaged door glass);
- E. Repair/replace torn screens;
- F. Replace mailbox as needed;
- G. Replace broken or missing address numbers on house;
- H. Maintain and repair all fences;
- I. Clean and maintain gutters; and
- J. Other minor exterior maintenance as needed.

Interior

- A. Paint all walls, ceiling, trim and any other painted surfaces as needed;
- B. Shampoo carpet as needed (at least annually);
- C. Caulk sink and tub areas as needed;
- D. Replace washers/cartridges in kitchen and bathroom faucets as needed;
- E. Change furnace filters as recommended by manufacturer;
- F. Replace broken or missing doorknobs;
- G. Replace window locks and lifts when broken or missing;
- H. Test smoke detectors monthly and replace batteries every six months or as needed;
- I. Maintain and clean major appliances; and
- J. Other minor interior maintenance as needed.

Participant agrees to report any peeling paint, plumbing leaks, running toilets, leaking roofs and any other serious problems to the Homeownership Counselor.

I/we have read this Maintenance Contract and understand and accept responsibility for all of the above items.

Dated _____
Sponsor _____
By _____
Name _____
Title _____

Participants:
By _____
(Adult Family Member)

By _____
(Adult Family Member)

By _____
(Adult Family Member)