



Western Cape
Government

FOR **YOU**

Human Settlements

LOVE
YOUR HOME



LOVE YOUR HOME
Tips for first time homeowners

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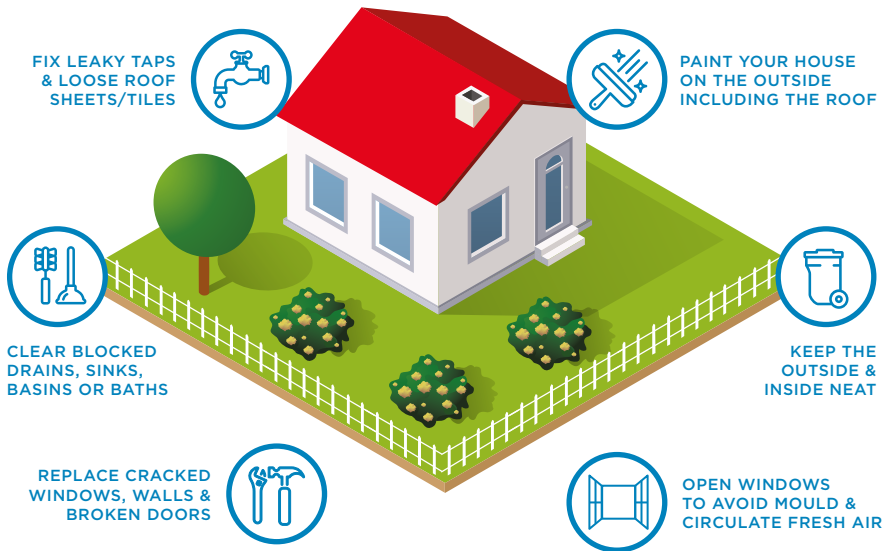


CONGRATULATIONS ON BECOMING A HOMEOWNER!

It is your responsibility to maintain and beautify your home. Love your home by looking after it and it will serve you and your family for many years.

1. General maintenance tips

As a homeowner, it is your responsibility to maintain your home and look after it. Here are a few tips to maintain your home:



- One of the things that lower the value of your property is the lack of regular **maintenance**.
- Keep it neat and tidy inside and outside.
- **Open windows** to avoid mould on walls and ceilings.
- Keep the outside (grounds) neat.
- You can improve your home by replacing cracked windows and broken doors.
- **Paint your house** on the outside and inside, including the roof.
- Repair any cracks in the walls.
- Fix leaking taps.

- Clear blocked drains, sinks, basins or baths.
- Fix loose roof sheeting or tiles.
- **Use water sparingly** and ensure you don't waste water when bathing, washing dishes or clothing.
- It is important to **ventilate your house**. Open your windows or your doors so that fresh air can circulate through your house at least once a day.
- Open a window while busy cooking. Water damp can build up in your house and could cause lung problems like TB.
- Don't close up or block air vents – it is important to keep air circulating in your home.



2. Tips to change your tap washer

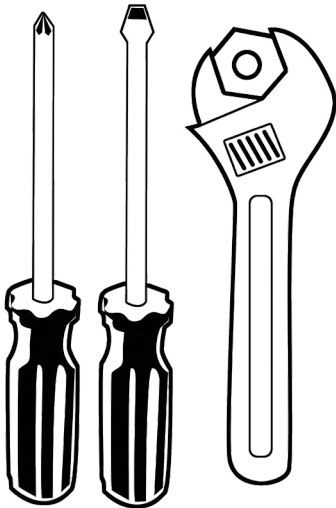
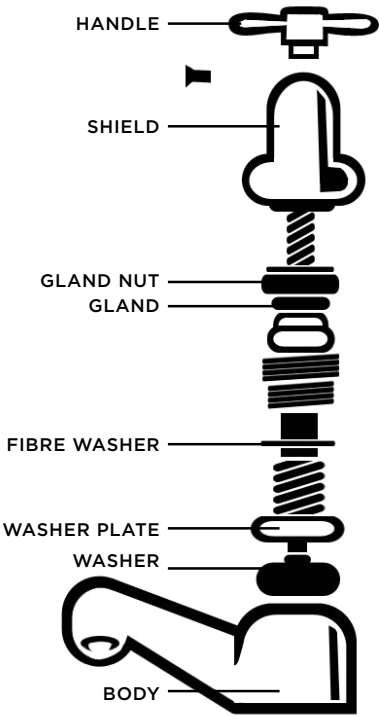
If your tap leaks water even while closed, your tap washer may be worn. It may be time to change your tap washer. Follow these steps to change your washer.

HOT TIPS:

- As you disassemble your tap, it's clever to keep all the separate parts in the order in which they came out so that you can easily put them back again.
- Turn off the isolation valve to your taps so that water won't gush all over your bathroom.
- Put the plug in the sink to prevent those tiny screws and bits that make up your tap from falling down the drain.

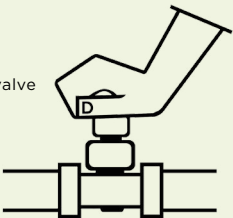


Five steps to change your tap washer



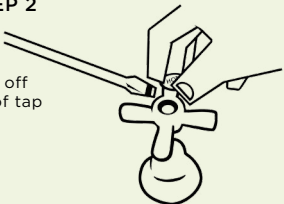
STEP 1

Turn off isolation valve



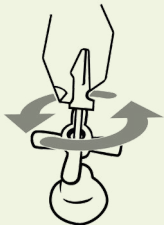
STEP 2

Pop off lid of tap



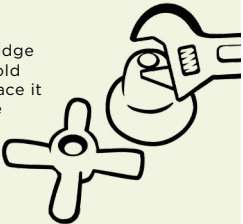
STEP 3

Unscrew the screw inside



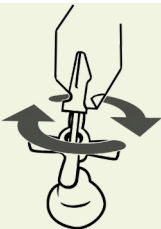
STEP 4

Expose cartridge and remove old washer. Replace it with new one



STEP 5

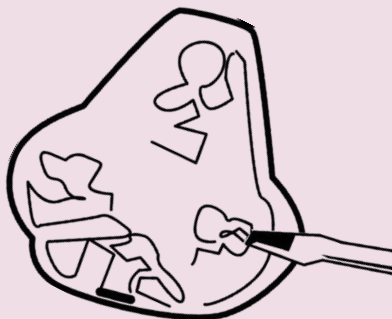
Tighten it up to finish



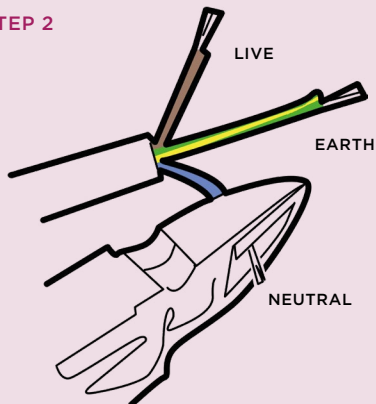
3. Three steps to change a plug

Should an appliance no longer work, even when plugged in, your plug may be faulty and need replacement. Follow these steps to change your plug.

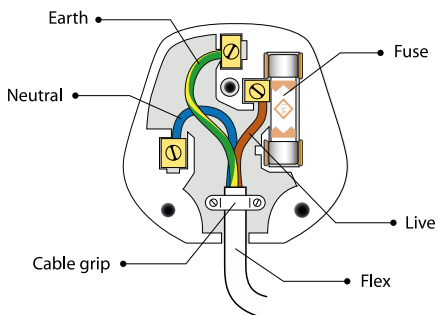
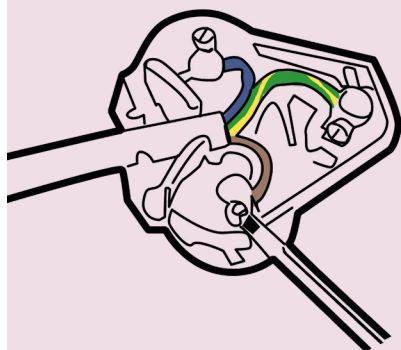
STEP 1



STEP 2



STEP 3

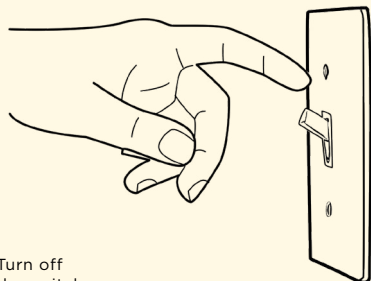


4. How to change a light bulb

It is recommended to use energy-saving bulbs – these last longer and will save electricity. Use these 4 simple steps to change your light bulb.

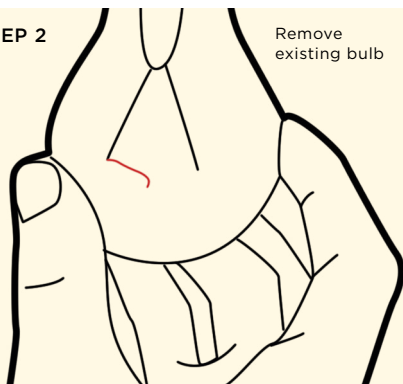


STEP 1



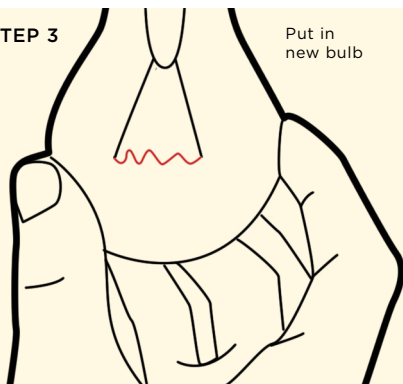
Turn off
the switch

STEP 2



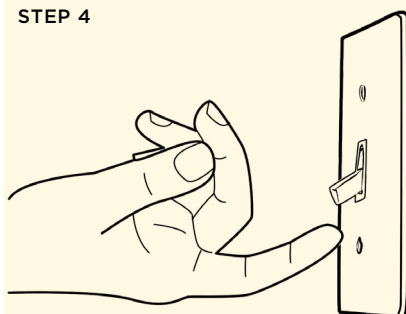
Remove
existing bulb

STEP 3



Put in
new bulb

STEP 4



Turn on
the switch



5. Top tips for first-time homeowners

- **Ensure that you have a Will** to indicate what must happen to your home should anything happen to you. If you do not have a Will, the State will decide what must happen to your home.
- Prepare for unexpected costs. Include a **monthly saving toward maintenance** costs in your personal budget for when you need to repair, paint or do any maintenance work on your home.
- **Do a deep house clean**, from top-to-bottom and in all corners, to remove dust and allergens in your home that could become a health hazard.
- **Fix broken doors, windows, plugs**, and lights as soon as you notice a problem. Do not let maintenance issues pile up and allow your home to become dilapidated.
- **Plan and save** for bigger maintenance issues such as painting inside and outside.
- **Safeguard important documents** such as a copy of your insurance, Title Deed and Will to prevent them from being destroyed or damaged. You will also need these documents should you ever want to sell your property.
- **Attend to any leaks** or mould as soon as you notice them.
- **Regularly review your personal budget** to ensure you allocate for monthly household expenses such as rates, water, electricity, insurance and maintenance.
- **Keep emergency numbers of your area on hand** such as police, ambulance, and your local municipality.
- Consider growing **an indoor or outdoor garden**.

With regular planning and basic care, **Loving your Home** will reward you and your family for many lifetimes.

Notes

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Western Cape Department of Human Settlements

Visit 27 Wale Street, Cape Town



Call the Help Desk

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