

## **Owner Responsibility for dealing with water leaks**

A water leak may be the result of a leaky roof, a broken water pipe or water heater it may also be from a clogged drain. No matter the source of the leak the following are the steps the owner and/or resident must take to properly address the situation

All owners are responsible for reporting any water leaks in their units to the Property Manager. (PM)

Owners are also responsible for ensuring that persons, renters or family members residing (residents) in their units are aware of the process and procedures for reporting water leaks as well as steps to be taken to shut off water to the unit or if necessary the units above or below. The owner is also responsible for ensuring persons staying in the unit know where the shut-off valves are located both inside and outside the unit.

### Process

If a resident discovers a water leak and the water leak appears to be a plumbing leak within their unit they must immediately turn off the water in the unit. If the leak appears to be coming from the unit above they must contact the persons in that unit or turn off the water to that unit using the outside shut-off valve.

Once the water has been turned off the owner/resident must contact and report the leak to the Property Manager. Resource Property Management, LeChelle Sarton or Stephanie Town at 727-796-5900.

If the leak is in the owner/resident unit the owner/resident must contact a plumber of their choosing to fix the leak. If the leak was extensive and may have caused damage to another unit the owner/resident must contact their insurance company as they would be responsible for coverage of necessary repairs.

If when the plumber contacted to repair the leak determines that the leak occurred in the floor of the unit then the association will be responsible for the costs of necessary repairs.

If the leak is determined to be in the floor the owner/resident must notify the PM. The PM will then assume responsibility for addressing the repairs needed to correct the situation

If the unit is on the top floor of any building and there appears a wet spot on the ceiling then there is a pretty good chance that the roof is leaking. In this case the resident must contact the PM ASAP to report the leak. The PM will initiate a call to an approved vendor to assess the leak both from the unit and the roof. The PM will handle all aspects of the repair and will notify the owner/resident as to when repair will be made and completed