

# **WINTER LETTER**

1. DURING COLD WEATHER AND CHRISTMAS VACATION PLEASE LEAVE THE HEAT "ON" AND CABINET DOORS UNDER SINKS "OPEN".
2. IF IT REALLY GETS SUPER COLD "ZERO" OR BELOW LEAVE A "LITTLE" STREAM OF WATER RUN FROM THE FAUCETS AND PUT A LIGHT UNDER SINKS WITH CABINETS OPEN.
3. MAKE SURE YOU KNOW WHERE THE MAIN WATER SHUT OFF VALVE IS LOCATED.
4. MAKE SURE TO TEST YOUR CARBON MONOXIDE AND SMOKE DETECTORS AND KEEP FRESH BATTERIES INSTALLED.
5. **PLEASE KEEP WALKS AND STEPS FREE OF SNOW AND ICE. GET A SNOW SHOVEL!**
6. PLEASE KEEP LEAVES, TRASH, CANS, CIGARETTE BUTTS AND BOTTLES CLEANED UP.
7. DISCONNECT YOUR OUTSIDE LAWN HOSE SO IT WILL NOT FREEZE AND BURST A PIPE.
8. PLEASE DO NOT DRIVE OR PARK IN THE YARD.
9. DO NOT OVERLOAD AN ELECTRICAL OUTLET.
10. REMOVE ANY "LIVE" CHRISTMAS TREES BEFORE YOU LEAVE ON BREAK.
11. I WILL BE MAKING AN INSPECTION OF THE PROPERTY AND TESTING CARBON MONOXIDE AND SMOKE DETECTORS THIS MONTH.
12. PLEASE KEEP YOUR APARTMENT IN CLEAN ORDER.
13. MAKE SURE THAT WE RECEIVE YOUR RENT BY THE FIRST OF THE MONTH TO AVOID ANY LATE CHARGES.
14. PLEASE MAKE SURE TO MAIL YOUR RENT AND PAYMENTS TO THE CORRECT ADDRESS.

**IF YOU HAVE ANY QUESTIONS PLEASE CALL!      1-765-744-5950**

**HAVE A SAFE AND HAPPY HOLIDAY!!!!!!**

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