



C & B Property Specialists, LLC

❖P.O. Box 2265❖Springfield, VA 22152❖

❖703-550-0093 (voice)❖703-550-0016 (fax)❖

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Dear Tenants,

Winter is just around the corner and there are some things that you need to do to prepare the property for the long cold months ahead. Please take the time to read the following items listed and be sure to take care of whatever applies to the property you are renting. Any doubts, call us!

- Turn off outside water from inside shut off valve, drain the outside faucets and disconnect garden hoses. If the pipes freeze because of your negligence, you will be responsible for any repairs/damages.
- Rake and bag leaves. Once all the leaves have fallen, and the gutters can be cleaned from a step ladder, please do so. Otherwise, call the office and we will arrange to have the gutters cleaned.
- If you have an outside basement stairwell it is most important that leaves and debris be kept clear of the drain. If it is not and water comes into the basement you will be responsible for any repairs/damages.
- **PLEASE CHECK YOUR FURNACE NOW! *Reminder:* FURNACE FILTERS MUST BE CHANGED EVERY 2 MONTHS.**
- Check the battery in the smoke detectors and the carbon monoxide detectors (if applicable) – **THIS IS A MUST DO ITEM!!!** Every property must have working smoke detectors so if you have any concerns please call the office immediately!
- If you have lived in the property for more than a year, please have the fireplace professionally cleaned before using it for the season.
- When going out of town for extended periods **PLEASE SET THE HEAT THERMOSTAT NO LOWER THAN 58 DEGREES!**
- Pay attention to inclement weather. ***Reminder:*** Remove snow and ice from steps, walkways, driveways, outside heat pumps, etc. as soon as possible. **PLEASE DO NOT USE ROCK SALT!**

If you are not sure what items pertain to the property you are renting, please contact the office.

Thank you for your cooperation,

Shannon Chandler
Property Manager