



## ❄️ Are you Ready for Winter? ❄️

Dear Tenant(s),

Freezing temperatures and winter weather can be hard on houses, and we want to make sure your residence remains safe and comfortable during the winter months and beyond. Below, you'll find a few handy winter maintenance tips, but first some **friendly holiday reminders**:

### **Integrity CPAC Investments LLC Holiday Schedule:**

**November 27th and 28th - (Only Available for Emergency Calls)**

**December 24th, 25th, and 26th - (Only Available for Emergency Calls)**

1. \*\*\*Please plan rental payments accordingly to **avoid any late fees** (fees can add up quickly) during the next few months; especially if you expect to be out of town. Payments can be made by Cash, Check, or Money Order and can be picked up or mailed in.\*\*\*
2. If you have **BULK holiday trash**, please contact the City of Gainesville to schedule a pick up.
3. Please only **park vehicles in designated parking areas**. Parking in yards/lawns is prohibited, guests included.
4. If you have **plans to be gone** from your residence for extended amounts of time, please make the landlord aware.
5. During winter months, **please keep heat on to avoid burst pipes** – even when you're away.
6. Furry cuteness gift impulses happen during the holiday season. Please remember that we have a **strict NO PETS policy**.

**And before the cold weather sets in, please review these tips for taking care of the property:**

#### **Smoke and Carbon Monoxide Detectors**

Check / replace detector batteries and make sure fire extinguishers have not expired.



**Test your smoke detectors. You should test your smoke detectors monthly and replace batteries at least once a year. Ensure fire extinguishers have not expired.**

#### **Schedule Furnace Maintenance**

Change the HVAC filters and ensure your furnace is running optimally.



**Check and replace your furnace filter. A dirty filter reduces airflow and increases energy bills. Check your filter monthly and clean or replace it when it's dirty. (For reference, filters should be replaced at least every other month.)**

### Remove Window Air Conditioner Units

Leaving an air conditioner unit exposed to the elements can be hazardous to the unit.



Make sure heat sources are not blocked. For best airflow and for safety's sake, keep debris and furniture away from all vents, stoves, heaters, and water heaters.

### Shut Off Exterior Faucets and Drain Irrigation

Leaving garden hoses attached to outdoor faucets can cause frozen pipes if temperatures dip below freezing which is why it's important to shut off exterior faucets and drain your irrigation system.



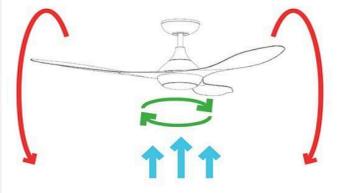
Winterize your pipes and faucets. Drain and put away garden hoses and above-ground sprinklers, turn off exterior water spigots, and insulate pipes and faucets.



**NO OPEN FLAMES**

Open Flame fires and/or fire pits are prohibited.

WINTER MODE



Heat rises. Clean fan blades and reverse ceiling fan direction to help push warm air towards flooring. (Most ceiling fans have a directional button on the fan base.)

#### Space heaters need space!

Keep space heaters at least three feet away from any combustible materials such as bedding, clothing, curtains, furniture, and rugs.



#### Don't leave space heaters unattended.

Turn off and unplug space heaters when you leave the room, and don't use in rooms where children are unsupervised.



#### Don't plug space heaters into an extension cord.

Be sure to plug your heaters directly into an outlet.

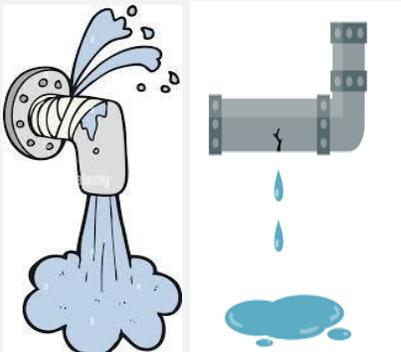


#### Place space heaters on low and flat surfaces.

Keep your space heater on the ground to avoid tipping hazards.



Space Heaters are not recommended. However, if you decide to use one, please use safety guidelines.



- If the temperature drops below 30 degrees, keep one or two faucets running slowly at all times.
- Water running through the system will prevent the line from freezing.
- Keep the cabinet under the kitchen and or bath sink(s) open so warm air can flow around the pipes.
- **If you suspect ANY form of water or pipe leak, call immediately!** Common signs: If you hear water dripping/spraying; see water along walls inside or outside; sudden noticeable water bill increases; low water pressure; soft or bubbling spots in flooring or walls.

**If there is a repair that needs attention, we want to know about it!**

However, by regularly keeping up with these general maintenance tasks, you're much less likely to experience any problems.

**Thank You and Warm Wishes,**

*The Integrity CPAC Investments LLC Team*