



***** ATTENTION *****

Dear Tenant(s):

As warm weather approaches, we wanted to remind you of the following items that may need your attention:

1. CHANGE OR CLEAN FURNACE FILTER (THIS SHOULD BE DONE ONCE A MONTH).
2. KEEP ALL GRASS, WEEDS, IVY, DIRT, LEAVES, ETC. FROM THE OUTSIDE AIR CONDITIONER COIL AREA. THIS WILL INHIBIT OPERATION AN POSSIBLY CAUSE DAMAGE TO THE UNIT. YOU CAN ALSO PERIODICALLY HOSE THE COILS DOWN TO HELP KEEP THE COILS CLEAN.
3. CHECK SMOKE DETECTORS TO ASSURE PROPER OPERATION. IF THERE IS A PROBLEM WITH THE UNIT OTHER THAN THE BATTERY - CONTACT OUR OFFICE.
4. PLEASE BE SURE TO KEEP THE GRASS MOWED AND THE SHRUBS TRIMMED IF YOU ARE REQUIRED TO MAINTAIN THEM. WATER THE SHRUBS AND LAWN IF THE WEATHER IS HOT AND DRY.
5. ON THE FIRST WARM DAY OVER 75 DEGREES, PLEASE TURN ON YOUR AIR CONDITIONER TO ENSURE THAT IT COOLS PROPERLY. IF NOT, PLEASE CONTACT OUR OFFICE IMMEDIATELY.
6. PLEASE MAKE SURE THAT THE GUTTERS ARE CLEAN AND FREE OF DEBRIS. THIS WILL HELP PREVENT WATER FROM ENTERING THE HOUSE. MAKE SURE ALL WATER IS FLOWING AWAY FROM THE HOUSE.

THANK YOU FOR YOUR COOPERATION AND ATTENTION TO THESE MATTERS.

SINCERELY,
Howard Beiles

HOWARD BEILES
DIRECTOR