



#### **Tenant General Reminders:**

- Please replace HVAC filters every 1-2 months. This will improve the performance of the furnace/AC and extend the life of the system. Failure to change filters will result in a dirty blower motor that would be a tenant's financial responsibility to address.
- Pay close attention to the caulk around tubs and showers. Failure to maintain caulking around tubs and showers may result in water damage that is the tenant's responsibility. Tub caulk and grout should be cleaned periodically to prevent mildew build up and discoloration. If the caulking is stained or separating it may need to be replaced. If you are unfamiliar with how to caulk a tub, here is a video that might help: <http://www.youtube.com/watch?v=saSzRMyVeLk>
- Please periodically remove and wash the exhaust filters above the stove. This will prevent grease build up and optimize air flow.
- Please wipe down exhaust fans in bathrooms and air intakes throughout the home; keep them free of dust. This will also optimize air flow.
- If your home is serviced by gas, we require the installation of a carbon monoxide detector. One carbon monoxide detector should be located on each sleeping level of your home.
- Rake leaves and clean gutters as needed throughout the fall; be sure to keep exterior drains clear of leaves and debris.
- If you have exterior hose faucets, make sure to close the interior cut-off valves and drain faucet in the fall before temperatures drop below freezing.