

Seasonal Maintenance Guidelines for Tenants

Dear [Tenant's Name],

As we transition into the [season], we would like to remind you of some important maintenance tasks that should be carried out to ensure a comfortable and safe living environment.

Spring Maintenance Checklist

- Inspect and clean gutters and downspouts.
- Check for any leaks around windows and doors.
- Replace air filters in HVAC systems.
- Test smoke and carbon monoxide detectors.

Summer Maintenance Checklist

- Service air conditioning units.
- Inspect screens for tears and repairs.
- Check for signs of pests or insects.
- Ensure outdoor areas are well-kept.

Fall Maintenance Checklist

- Clean and inspect heating equipment.
- Seal any cracks or gaps around windows and doors.
- Flush the water heater and check for leaks.
- Store outdoor furniture properly.

Winter Maintenance Checklist

- Inspect insulation in attics and basements.
- Keep paths and entrances clear of snow and ice.
- Check for drafts and add weatherstripping if needed.
- Ensure that all heating systems are functioning properly.

Your cooperation in these matters is greatly appreciated and contributes to the overall maintenance of the property. If you have any questions or require assistance, please do not hesitate to contact us.

Thank you!

Sincerely,
[Your Name]

[Your Contact Information]

[Your Company/Property Management Name]