

Summer Maintenance Checklist

Dear Tenant,

As the summer months approach, we want to ensure that your living environment remains comfortable and well-maintained. Please take a moment to review the following checklist and complete any necessary tasks:

Outdoor Maintenance

- Check and clean gutters and downspouts.
- Inspect outdoor furniture for wear and damage.
- Trim any overgrown bushes or trees.
- Clean and maintain your patio or balcony area.

Indoor Maintenance

- Check air conditioning filters and replace if necessary.
- Test smoke and carbon monoxide detectors.
- Inspect windows and doors for proper sealing.
- Clean refrigerator coils for efficient operation.

Safety Checks

- Ensure fire extinguisher is accessible and charged.
- Review the building emergency exits and procedures.
- Keep walkways clear of obstacles.

Please complete these tasks by the end of the month, and feel free to reach out if you have any questions or need assistance.

Thank you for your cooperation!

Sincerely,

Your Landlord/Property Management