

# Seasonal Maintenance Checklist for Landlords

Date: [Insert Date]

Dear [Landlord's Name],

As part of our commitment to maintaining our property and ensuring the comfort of our tenants, we have prepared a seasonal maintenance checklist. Please review the following tasks that should be completed for this season:

## Spring Maintenance Tasks

- Inspect and clean gutters and downspouts.
- Check and service the HVAC system.
- Test smoke and carbon monoxide detectors.
- Inspect and maintain landscaping, including tree trimming.
- Check for any water leaks in plumbing.

## Summer Maintenance Tasks

- Service pool equipment and check water quality.
- Inspect and clean outdoor grills and cooking areas.
- Check windows and doors for proper sealing.
- Maintain irrigation systems.
- Inspect roofing for any damaged shingles.

## Fall Maintenance Tasks

- Clean and store outdoor furniture.
- Check and replace furnace filters.
- Inspect insulation and seal gaps in windows and doors.
- Clear leaves and debris from gutters.
- Test and prepare snow removal equipment.

## Winter Maintenance Tasks

- Inspect and service heating systems.
- Check for drafts and insulate pipes.
- Ensure smoke and CO detectors are functioning.
- Inspect basement and crawl spaces for moisture.
- Review emergency preparedness plan for severe weather.

Please ensure these tasks are completed before the corresponding season to maintain the property in excellent condition. Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]