

Autumn Property Maintenance Reminder

Dear [Landlord's Name],

As we transition into the autumn season, it's important to ensure that your property is prepared for the colder months ahead. Below are some maintenance reminders to consider:

- Inspect and clean gutters and downspouts to prevent obstructions.
- Add insulation to attics and basements to improve energy efficiency.
- Check heating systems and schedule a professional service if necessary.
- Seal any drafts around windows and doors to keep heat from escaping.
- Trim trees and shrubs to prevent damage from falling branches during storms.
- Check smoke and carbon monoxide detectors; replace batteries if needed.

Please take a moment to address these maintenance items to ensure a safe and comfortable environment for your tenants.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]