

Seasonal Property Maintenance Checklist

Date: [Insert Date]

To: [Property Owner's Name]

From: [Your Name / Company Name]

Subject: Seasonal Maintenance Checklist

Checklist Items:

- **Spring:**
 - Inspect roof for damage
 - Clean gutters and downspouts
 - Check and repair outdoor faucets
 - Prepare garden and flower beds
- **Summer:**
 - Inspect air conditioning unit
 - Test smoke detectors
 - Trim trees and shrubs
 - Check for pest infestations
- **Fall:**
 - Winterize outdoor hoses
 - Inspect heating system
 - Clean and store garden tools
 - Check insulation in attic
- **Winter:**
 - Inspect and repair cracks in walkways
 - Check and replenish ice melt supplies
 - Ensure heating system is functioning
 - Inspect emergency generators

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]