

# Dear Homeowner,

We hope this message finds you well. This is a friendly reminder regarding the maintenance of your property.

As part of our ongoing commitment to ensuring the safety and comfort of all residents, we would like to remind you of the following tasks that should be addressed:

- Check and replace air filters in HVAC systems.
- Inspect and clean gutters and downspouts.
- Examine smoke and carbon monoxide detectors.
- Inspect windows and doors for drafts and seal if necessary.

Please schedule these maintenance tasks at your earliest convenience. Timely maintenance can prevent costly repairs and enhance the longevity of your home.

If you have any questions or require assistance, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

Your Property Management Team