

# Seasonal Property Maintenance Checklist

Date: [Insert Date]

To: [Homeowner's Name]

From: [Your Company Name]

Subject: Seasonal Property Maintenance Checklist

**Dear [Homeowner's Name],**

As the seasons change, it's important to keep your property in excellent condition. Below is a checklist that outlines essential maintenance tasks for your property. Please review and schedule these tasks at your convenience.

## **Spring Maintenance Checklist**

- Inspect and clean gutters and downspouts.
- Check the roof for any damage or missing shingles.
- Service the air conditioning unit.
- Inspect window screens for holes or tears.
- Test smoke and carbon monoxide detectors.

## **Summer Maintenance Checklist**

- Check and maintain landscaping and irrigation systems.
- Inspect and repair outdoor furniture.
- Clean and seal decks or patios.
- Inspect the foundation for cracks or settling.

## **Fall Maintenance Checklist**

- Clean gutters and downspouts.
- Check heating system and schedule maintenance.
- Inspect windows for drafts and replace weather stripping if necessary.
- Test and replace batteries in smoke and carbon monoxide detectors.

## **Winter Maintenance Checklist**

- Inspect and clean the fireplace and chimney.
- Check insulation in attics and basements.
- Prevent pipe freezing by insulating exposed pipes.
- Maintain snow removal tools and supplies.

If you need assistance with any of these tasks or if you have any questions, please don't hesitate to reach out.

Thank you for your attention to these important maintenance tasks!

**Sincerely,**

[Your Name]

[Your Company Name]

[Contact Information]