

Winter Heating Efficiency Checklist for Landlords

Date: _____

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

As the winter season approaches, it is crucial to ensure the heating systems in your properties are operating efficiently. Below is a checklist to assist you in preparing for the colder months:

Heating System Checklist

- 1. Inspect and clean the furnace or boiler.
- 2. Replace or clean air filters.
- 3. Check thermostat functionality.
- 4. Seal any ductwork leaks.
- 5. Insulate exposed piping.
- 6. Ensure windows and doors are properly sealed.
- 7. Schedule professional maintenance if necessary.
- 8. Test smoke and carbon monoxide detectors.
- 9. Review emergency procedures with tenants.
- 10. Provide tenants with winter heating tips.

If you have any questions or require assistance, please feel free to contact me.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]