

Winter Utility Readiness Plan for Renters

Date: [Insert Date]

Dear [Tenant's Name],

As we prepare for the winter months, we want to ensure that you are well equipped and informed regarding utility readiness in your rental unit. Below is a checklist and plan designed to help you stay warm and safe during the winter season:

Winter Preparations Checklist

- Ensure that your heating system is functional. Please report any issues ASAP.
- Inspect windows and doors for drafts, and seal any leaks with weather stripping or insulation.
- Keep emergency supplies on hand, including flashlights, batteries, and blankets.
- Have a plan for extreme weather, including how to reach shelter if the heat goes out.
- Know the location of the nearest utility service provider for emergencies.

Important Contact Information

If you experience any utility issues, please contact:

- Heating Provider: [Insert Contact Number]
- Property Manager: [Insert Contact Number]
- Emergency Services: [Insert Contact Number]

We appreciate your cooperation in keeping your home ready for winter. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]