

Date: [Insert Date]

Property Address: [Insert Property Address]

Subject: MANDATORY ACTION REQUIRED: Irrigation System Winterization

Dear Tenant(s),

With freezing temperatures approaching, it is mandatory that you take the following steps to winterize the outdoor irrigation system to prevent pipe bursts and water damage.

Required Actions:

- Locate the main irrigation shut-off valve (usually located [Insert Location]) and turn it to the "OFF" position.
- Disconnect all garden hoses from exterior faucets/spigots.
- Drain any remaining water from the lines by opening the manual drain valves or running a short manual cycle on the sprinkler controller after the water is shut off.
- Insulate any exposed backflow preventers or pipes with the provided covers or towels.

Deadline: These actions must be completed by [Insert Date].

Please reply to this email or call [Insert Phone Number] once these steps have been completed to confirm your compliance. Failure to perform these mandatory preventative measures may result in tenant liability for any damages caused by frozen or burst pipes.

If you are unable to locate the shut-off valve or have questions regarding this process, please contact management immediately.

Thank you for your prompt cooperation.

Sincerely,

[Property Manager/Landlord Name]

[Company Name]

[Phone Number]