

Date: [Insert Date]

To: [Tenant Names]

Address: [Property Address]

IMPORTANT NOTICE: Winterization of Irrigation System

Dear Tenant,

With freezing temperatures approaching, it is necessary to winterize the underground irrigation (sprinkler) system to prevent pipes from bursting and equipment from being damaged.

Tenant Responsibility and Liability:

Per the terms of your lease agreement, the tenant is responsible for following these winterization instructions. Failure to perform these steps may result in frozen pipes, cracked backflow preventers, and significant water damage. If damage occurs due to neglect or failure to winterize, the tenant will be held financially liable for all repair costs and associated plumbing fees.

Instructions for Winterization:

- **Step 1:** Locate the main irrigation shut-off valve (usually located in the basement or crawlspace) and turn it to the "OFF" position.
- **Step 2:** Go to the irrigation controller/timer and turn the dial to the "OFF" or "SYSTEM OFF" position.
- **Step 3:** Open the drain valves (if applicable) to allow water to exit the lines.
- **Step 4:** Insulate any exposed outdoor pipes or backflow devices with foam covers or heavy blankets.

Professional Service:

[Select one option below]

Management has scheduled a professional blowout. Please ensure the technician has access to the yard on [Insert Date].

The tenant is required to hire a professional irrigation company to "blow out" the lines with compressed air by [Insert Deadline Date]. Please provide a copy of the receipt to the management office.

If you have any questions regarding the location of the shut-off valves or the specific procedures for this property, please contact us immediately.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]