

URGENT NOTICE: FREEZE WARNING & MANDATORY IRRIGATION WINTERIZATION

Date: [Insert Date]

Property Address: [Insert Property Address]

Dear [Tenant/Property Manager Name],

This is an urgent notification regarding the upcoming freezing temperatures forecasted for our area beginning on [Start Date]. To prevent catastrophic pipe bursts and property damage, all irrigation systems must be winterized immediately.

Required Actions:

- **System Shutdown:** Turn off the main water supply valve to the irrigation system.
- **Drainage:** Drain all water from the backflow preventer and exterior lines.
- **Controller:** Set the irrigation timer/controller to the "Off" or "Rain" position.
- **Insulation:** Ensure any exposed pipes or backflow devices are wrapped with insulated covers.

Please confirm that these steps have been completed by [Deadline Date/Time].

Failure to winterize the system may result in frozen pipes, flooding, and significant repair costs. According to your agreement, damage resulting from a failure to follow freeze protection procedures may be the responsibility of the resident.

If you require assistance or are unable to locate the shut-off valves, please contact [Contact Name/Department] at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email]