

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Insert Property Address]

Subject: Winter Weather Preparation and Snow Removal Guidelines

Dear Tenant,

As winter approaches, we want to ensure your home remains safe and comfortable. Please review the following guidelines regarding property maintenance and snow clearing during the colder months.

1. Interior Temperature and Pipe Protection

- Keep the thermostat set to at least 60F (15C) at all times, even when you are away.
- During extreme cold, open cabinet doors under sinks to allow warm air to circulate around pipes.
- If you plan to be away for more than three days, please notify management.

2. Snow and Ice Removal

According to your lease agreement, the responsibility for snow clearing is as follows:

- **Walkways and Stairs:** [Tenant/Landlord] is responsible for clearing snow and applying salt/sand.
- **Driveway:** [Tenant/Landlord] is responsible for plowing or shoveling.
- **Public Sidewalks:** [Tenant/Landlord] must ensure sidewalks are cleared within [Number] hours of snowfall per city ordinance.

3. Outdoor Maintenance

- Disconnect all garden hoses from exterior faucets to prevent burst pipes.
- Keep exterior vents (dryer, furnace) clear of snow buildup to ensure proper ventilation.
- Please move patio furniture or sensitive items into storage or cover them.

4. Emergency Contacts

In the event of a heating failure or burst pipe, please contact:

- Maintenance Line: [Insert Phone Number]

- Emergency After-Hours: [Insert Phone Number]

Thank you for your cooperation in keeping the property safe this winter.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]