

Fall and Winter Bulletin

Cold & Wet Weather is on the Way!

Please review the following winterization suggestions and requirements to help make a safe and successful season.

Please disregard items that do not apply to your rental.

- ❖ Please check for leaves & debris on the roof as well as in the gutters. With the fall and winter rain coming **gutters need to be kept clear** so that the water can drain away from the property & not cause damage to the property.
- ❖ After a storm check your roof for **missing shingles** and/or **tree damage**. PLEASE notify Park 52 if your home is missing roof shingles or siding by submitting a work order [here](#).
- ❖ It is the tenants' responsibility to **disconnect and turn off all outside hoses**. Please cover the hose bibs with a Styrofoam cover, rag or plastic bag. This helps prevent pipes from freezing/breaking. Please **know where the water shut off valve is** at the street or in the house in case of an emergency.
- ❖ If you have a **lawn sprinkler system**, please submit a work order [here](#) so we can shut it down for the winter.
- ❖ If you will be leaving your house on vacation for an extended period of time **do not turn the heat off**. The temperature must be set at a **minimum of 55 degrees**. This is to keep the pipes from freezing & causing damage to the house & your personal property. Pay attention to **unheated areas** with plumbing fixtures and pipes, such as a garage or utility room. You need to keep rooms heated or wrap pipes in freezing weather.
- ❖ Please check Smoke and Carbon monoxide detectors and **replace batteries** if needed.
- ❖ Have a **toilet plunger** in the house to be ready for any plumbing backups.
- ❖ **Furnace filters must be replaced** in order for it to run efficiently and will save you money. Please replace **now and every 90 days**.
- ❖ For your safety and the safety of your visitors, please make sure **walkways and steps are clear of any snow or ice**. You can purchase de-icer and winter supplies at your local hardware store.

- ❖ Be sure to check out our website: <https://park52.com> where you can communicate with us, obtain helpful information, submit repair requests, view the tenant handbook, make rent payments online and more.
- ❖ Please make sure we have your **current phone number and email address**. If you are unsure if we have the most up to date information, please email us at mail@park52.com with your rental address, phone number and email address.
- ❖ In case of an **emergency**, (problems that cannot wait until the following business day such as broken pipes, leaking roof etc.) please call the Emergency cell at 253-677-5239, and submit a work order. This is a cell phone & not a company phone so please be mindful of the time you call.
- ❖ If you aren't registered to pay rent on line Payment Service Network is a hassle free, inexpensive way to make sure your rent will be in on time. If you have any questions on how to get set up please contact our office and any member of our staff will be happy to get you started.

As we celebrate 35 years in business we would like to express our gratitude to you for leasing a home with Park 52 Inc. Our tenants and their referrals have played a huge part in our journey. If you have a friend or family member looking for a new home please feel free to [contact us](#) or tell them about our [website](#).

Sincerely,

Park52

