

**NOTE FROM STEVENS REALTY
PLEASE READ**

This is a note for some reminders and updates as we head into the winter months:

PREPARING FOR COLD WEATHER:

OUTSIDE:

- Disconnect all garden hoses from outside faucets, if not, the pipes could freeze, if the pipes freeze due to an attached garden hose, YOU will likely be held accountable for the cost of repairs.
- If you have storm windows, please close them to help keep your home insulated

INSIDE:

- If the temperature outside falls below 25 degrees for any extended period of time, please have an interior faucet drip both warm and cold water, also if you go out of town for more than 2 days, please check the weather forecast and leave faucets dripping accordingly, we have had tenants return from vacation to water leaks
- Change air filters every 30-45 days, this will improve heating, reduce your electric bill and extend the life of the HVAC unit, this is VERY important
- NEVER turn the heat below 50 degrees, even if you go out of town
- Test smoke alarms every 2-3 months, there are more fires in the winter months and we want you and your family to be safe

OTHER ITEMS REGARDING MAINTENANCE:

- Please use garbage disposals and dishwashers as they are designed, foreign objects like bottle caps, bread twist ties, animal bones, large amounts of food, coins, etc do not belong in the garbage disposal or dishwasher, **if a disposal or dishwasher malfunctions and it is determined to be misuse or neglect, you will be charged for the service call**, please scrape off food debris into the garbage can, it will clog the dishwasher
- Maintenance requests need to be in WRITING either via mail, email at Jennifer@stevens-realty.com, fax, or letter dropped off at the office
- After hour emergency maintenance calls need to go to 919-465-2202, then press 1, leave a message with the problem, your address and phone number

We want everyone to have a safe and happy Holiday Season. Please be respectful of your neighbors and if you see strange/unusual behavior, please contact your local police department.

STEVENS REALTY & RELOCATION