

WINTERIZATION GUIDANCE

VERY IMPORTANT. PLEASE READ CLOSELY: In the event of extreme cold weather. Please take the following steps to minimize the risk of losing water and damage to your home. Please take this seriously as if you do not take these steps you may find yourself without water and getting service technicians out may take MANY days.

KEY ITEMS AND THINGS TO KNOW

1. **Know where your main water shutoff to the house is located.** In the event of a major pipe burst you will need to shut off the water to the entire house. The location may be noted on the tenant key receipt you signed when you occupied the house (this document may have been uploaded to your tenant portal under “documents.” If you need assistance in finding the shut off, give us a call. They are often located inside the garage on one of the exterior walls or on the outside of the house on a pipe coming up from the ground and into the house. Usually near a front corner. Here are some samples of what the shut off may look like.



2. **Know the number to your water company** in the event you cannot turn off water and there is an emergency, they may be able to help. If you don't know it, check you water bill. If you have no bill, try Googling the address and what “MUD” it falls in. If nothing else works, email us.
3. **Phone number to your power company** to call and get updates on power outage resolution times. Look at your most recent power bill to get this number. We will NOT know who you signed up with for power.

SIMPLE WINTERIZATION STEPS

EXTERIOR FAUCETS AND PIPES: Please ensure all exterior faucets and pipes are heavily wrapped and covered. Insulation material, rags, towels and sheets can be used to accomplish this task. See the attached pics for samples.



SPRINKLER SYSTEMS: If your property has a sprinkler system. 1) Turn off the system at the control panel. 2) Look on the outside sprinkler assembly that should look something like the picture on the left below. Look for a valve handle on the pipe coming up from the ground (See the blue handled valve on the right side of the assembly). 3) Turn the handle so it is perpendicular to the pipe as pictured. This will close off water. 4) Take a screw driver and turn the screws in the 2 brass valves that are facing right until the lines in the screw are parallel to the ground. Some water will shoot out but should stop soon. If it doesn't, check to make sure the main valve handle is perpendicular to the pipe coming up out of the ground. You may not have shut off the water properly. 5) Once the water has stopped coming out of the two brass valves. Thoroughly cover up the entire system in blankets or an insulation sleeve you can buy at Home Depot. If you use blankets, you can use a trash bag to cover the assembly and blankets to keep it dry. Email us through the tenant portal if you have questions.



INTERIOR PREPARATION: Take the following steps to do your best to prepare the inside of your house.

- 1). Set heat to around 68 degrees.
- 2). Open all cabinets under ALL sinks.
- 3). Turn on sink faucets to allow a thin stream of water to drain continuously. See the pics below.

