



- ☐ **INSPECT THE ROOF, SOFFITS, AND FASCIA BOARDS**
Using binoculars is a safe alternative to climbing a ladder. Check for damage to shingles, nail pops and wood rot.
- ☐ **CLEAN YOUR GUTTERS**
Improperly channeled water can compromise the structural integrity of your property, including the foundation and sheetrock inside. Water damage can quickly lead to mold growth, which is a health hazard.
- ☐ **CLEAN UP THE YARD**
Prune bushes, and trim trees and climbing plants. Thinning dead or overgrown tree branches can prevent catastrophic roof damage in the event of a storm. Don't let weeds, ivy or other plants' roots exploit your foundation or siding. Remove debris from your yard; properties with well-kept lawns are less inviting to thieves and vandals.
- ☐ **REPAIR CRACKED, BROKEN OR UNEVEN DRIVEWAYS, WALKWAYS, AND STAIRS**
The expansion and contraction caused by freezing and thawing can lead to significant damage to exterior walkways. If kept unchecked, these hazards can cause slips and falls.
- ☐ **PREVENT BUGS AND RODENTS FROM ENTERING YOUR PROPERTY**
Seal or caulk cracks, gaps or holes near baseboards, windows and doors. Cable, plumbing and electric service entry points should also have a tight seal. Any hole the size of a dime or larger may allow rodents to squeeze through.
- ☐ **WINTERIZE ALL WATER SYSTEMS**
Drain, disconnect and store garden hoses. Install a faucet cover to help prevent outdoor faucets from freezing. Drain your sprinkler system and swimming pool pump. **Turn off water and fully drain the plumbing systems of any vacant properties!**
- ☐ **INSPECT YOUR SMOKE & CARBON MONOXIDE ALARMS; ONE SHOULD BE INSTALLED ON EACH FLOOR**
Test alarms monthly. Change the batteries twice a year or more frequently as needed. Ensure tenants do not disconnect or remove the alarms.
- ☐ **MAKE SURE YOUR MULTIPURPOSE FIRE EXTINGUISHER IS FULL & PROPERLY PRESSURIZED**
Store the extinguisher in an accessible location and follow the manufacturer's instructions for routine maintenance.
- ☐ **GIVE YOUR FURNACE A TUNE-UP**
HVAC systems should be checked at least twice a year—before winter or summer arrive. Have the ducts professionally cleaned to prevent fires resulting from dust buildup. Change the furnace filters on a monthly basis.
- ☐ **HAVE YOUR CHIMNEY PROFESSIONALLY CLEANED AND INSPECTED**
A \$300 inspection will cost much less than an insurance deductible in the event of a fire. A professional can repair any cracks, remove soot and other buildup, and make sure the flue and gas lines are in good condition.