



## Shawn L. Harrison Enterprises, Inc.

### Property Management

"We Manage Your Property with Care"

P.O. BOX 1083· Wilmington, DE.19899

Office (302) 737-0111, Fax (302) 737-0112

October 24, 2019

## PREPARATION FOR COLDER WEATHER & RENTER'S INSURANCE REQUEST

Dear Residents,

Cold weather will soon be falling on us and we'd like to share a checklist that will help keep your heat bills down this winter and make your home warmer and safer for you and your family. Planning ahead can save you money and frustration. **As per your rental agreement any preventable damage (such as freezing pipes) is the tenant's responsibility.**

### OUTSIDE PREPARATION

\_\_\_\_\_ Check/Change batteries in your thermostat & **turn on heat** to test before winter weather hits  
\_\_\_\_\_ When the temperature forecast drops below freezing leave kitchen & bathroom faucets running slightly (a small steady stream of warm water). Should pipes freeze, don't use open flames to thaw out lines. This may catch the house on fire, or worse, create an explosion caused by expanding steam between two plugs of ice. Pipes don't always burst the first time they freeze. However, should a pipe burst, locate your water shut-off quickly at the main valve. (Shut off valve are located underneath sink & in the basement against wall close to water meter. If don't know where the shut-off is, let us know now, before any trouble occurs.

\_\_\_\_\_ Don't forget to close storm windows, pull down blinds and add curtains to keep your heat inside  
\_\_\_\_\_ Make sure storm chains, if present, are attached on any storm doors. This prevents strong winds from blowing the door off or damaging the door.

### INSIDE PREPARATION

\_\_\_\_\_ Make sure the heat never goes below 50 degrees, even when you are not home.

\_\_\_\_\_ If the temperature is forecast to drop below freezing, leave at least one inside faucet (kitchen) dripping lukewarm water so that both hot and cold pipes are involved.

\_\_\_\_\_ During periods of cold weather, leave kitchen & bathroom cabinet doors open in the kitchen and bathroom so that pipes inside will be exposed to heat. If you will be away for more than **two consecutive days this winter, please let us know at least one week in advance so we can check on your rental if a sudden freeze occurs.** We also want to be able to reach you in case of an emergency.

\_\_\_\_\_ Changing the heating/air filters monthly can make a big difference in your bills. This is tenant responsibility. They usually cost between \$2.00-\$4.00. Pull the filter out to get the correct size (Example: 15X10X10). Filter can be purchased at Home Depot, Lowes, Amazon, Walmart, and Ace Hardware. They can be bought in bulk as well.

\_\_\_\_\_ If you have a fireplace or a wood stove, the chimney needs to be cleaned each year. Chimney fires are common if this is not done. Call office to have this done by 11/01/19.

\_\_\_\_\_ Test your smoke alarm(s). If you hear chirp or beep change batteries ASAP. There are more fires in the winter, and the smoke alarm is one of your best safety features. If you don't have one, or it doesn't work, let us know. This is important for your family's safety. Make sure your smoke alarms have a battery and they are working. You might want to consider buying a small fire extinguisher for your kitchen and garage.



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**CONTINUED INSIDE PREPARATION**

\_\_\_\_\_ Never ever use the oven to heat the home. The oven element will burn out and you will be charged tenant caused damage for replacement element or replacement stove. This also can start a fire with loose material & fabric catching on fire.

**!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!RENTER’S INSURANCE REQUIREMENT!!**  
**DUE in office by 11/30/19**

\_\_\_\_\_ **Effective November 30, 2019 all Shawn L. Harrison Enterprises, Inc., tenants are required to provide us with Declaration Page for your renter policy. Attached is a renter’s insurance notice from Liberty Mutual regarding more information on this renter’s insurance. It will answer a lot of your questions. You don’t have to use Liberty Mutual. You can use your car insurance company to get a better discount. Other companies are State Farm, Geico, Allstate, etc. Please fax 2 page declaration page to 302-450-7227 or mail in with your rent. If you have any questions, please don’t hesitate to call the office.**

**Friendly Maintenance Reminder:**

\_\_\_\_\_ If you have any maintenance emergencies (no heat/air, no hot water, leaking plumbing, leaking roof, and safety issue-electrical sparks) or even just a question in the future, please call 302-737-0111. Shawn L. Harrison Enterprises, Inc. will receive the message and get back to you at our earliest convenience. A non-emergency repair item that needs to be repaired within your unit will need to be written down and mailed in to us at the address in the header.

If you have any questions, please feel to contact our office at 302-737-0111.

Thanks,

Shawn L. Harrison, Property Manager

CC: File

Mailed separately for multiple tenants in same unit

We greatly appreciate your efforts in helping to make sure your residence is kept as warm and as safe as possible during the upcoming winter months.

**NO PET POLICY IS IN EFFECT FOR ALL RENTAL UNITS**