**Spring Checklist**

Important Steps to Preparing Your Rental for Spring

To: Date:

Address:

This is a friendly reminder regarding annual maintenance responsibilities for the property in which you are renting. Below is a checklist that may be beneficial to refer to in order to keep the property well maintained.

* Replace filters on your furnace and air conditioners to keep them running efficiently. (We suggest that this gets done quarterly.)
* Replace the batteries in your thermostat.
* Check all light bulbs, inside and outside.
* Replace batteries in smoke detectors and carbon monoxide detectors.
* Deposit all garbage and waste in a clean and sanitary manner.
* Maintain kitchen and bathroom sinks and drains to reduce overflow of water from pipes.
* Winterization of sprinklers and sprinkler bills, along with fertilization twice a year.\*

(\*Only applies to properties with sprinkler system.)

* Clean your appliances.

By maintaining these items annually (sometimes quarterly), it will help avoid serious issues in the future that may occur due to lack of care. If there are any questions regarding these maintenance items, please contact Alyssa at (715) 325-2500 or alyssa@stocor.com

Thank you for you cooperation!

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