Valley Investment Properties, Inc.
1388 Willamette Street, Eugene Oregon 97401
541-345-7368

Winterizing Your Rental Unit

Your consideration of the following information will make your home a more comfortable place to live and avoid crisis during winter months**.** ***Please note: A majority of this information is tenant responsibility and liability. Damage to the unit as a result of failure to complete these requirements may result in charges to your security deposit.***

When temperatures stay below 32 degrees for more than an 8-hour period, you must complete the following list to ensure protection to your unit:

- **A. Cover all foundation vents. DO NOT LEAVE COVERS ON VENTS for prolonged periods, only during the cold spell. Ventilation is necessary to prevent moisture damage to the building and furnishings.**
- **B. DISCONNECT HOSES AND HOSE SPLITTERS FROM OUTSIDE FAUCETS IMMEDIATELY! This allows proper draining of the pipes and prevents freeze damage. You are to inspect and check all outside faucets after the freeze period for damage. If water flows from behind the wall, the faucet is broken. Turn off water and do not continue use, as this will need to be repaired. You may call the manager for repair, but you will be responsible for any subsequent costs.**
- **C. Let water trickle (hot and cold mix) in all sinks and tubs on outside walls at night or when you are away from home.**
- **D. Leave the heat on, especially during extended cold periods, higher than normal to keep pipes from freezing. Open cupboard doors under sinks and leave them open as long as temperatures are below normal.**

If your pipes do freeze, it is necessary to get heat on them to speed the thawing process. This may be accomplished by:

- **A. A heat lamp**
- **B. A space heater (do not leave unattended for any period of time!)**
- **C. A blow-dryer**

NO OPEN FLAMES ON ANY PIPES AT ANY TIME!!!!!!!!!!

If you *do* experience broken water lines from a freeze:

- **A. Locate water turn-off for unit and discontinue use.**
- **B. Turn off breakers to hot water.**
- **C. Open all water lines, including outside faucets.**
- **D. Notify VIP.**

Other Helpful Hints:

- **A. Know the location of your water shut-off valve.**
- **B. Flag meters during a snow period for easy location. If you cannot locate, contact your utility company. It is a good idea to know the specific location well in advance of severe weather.**
- **C. If you are planning to be gone from home when a hard freeze is expected, shut off the water to your unit at the water supply valve or have your utility company turn off the water at the sidewalk. Also, turn off the breaker to your hot water tank and leave one interior and one exterior water valve open to allow freezing water to expand and not break pipes. Turn off toilet water supply valve to prevent rupture and put a small quantity of anti-freeze in toilet tanks.**
- **D. If you have exterior laundry facilities, unhook water supply lines and let mix of hot and cold water trickle into bucket or other water receptacle.**
- **E. Do not use your fireplace or woodstove as an incinerator. Burning trash can create a health and safety hazard to you and other occupants.**
- F. **Change all furnace filters at least once every six-months.**

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Landlord Date Tenant Date

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Tenant Date