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

Winterizing Home or Duplex

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 insure 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 FROM OUTSIDE FAUCETS IMMIATELY!
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 of the sinks or bathtub on each outside wall (for units with separate plumbing), especially at night or when you are away from home. Leave the heat on, especially during extended cold periods, higher than normal to insure adequate warmth to keep all areas from freezing. Open cupboard doors under sinks and leave them open as long as temperatures are below normal.

D. If your pipes do freeze, it is necessary to get heat under the house or unit to speed the thawing process. This may be accomplished by:

1. A heat lamp
2. A space heater (do <u>not</u> leave unattended for any period of time!)
3. Common hair dryer
4. NO OPEN FLAMES ON ANY PIPES AT ANY TIME!

E. If you *do* have broken water lines from a freeze:

1. Locate water turn off for unit and discontinue use.
2. Turn breakers off for hot water
3. Open all water lines, even outside faucets

F. 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 to severe weather.

G. Do not use your fireplace as an incinerator. Most fireplaces are not designed to burn quantities of paper and trash. If you do, it may be a severe threat to the health and safety of the occupants and may cause smoke damage to your dwelling and furnishings. Change all furnace filters at least once per six-month period.

_____ _____
Landlord Date Tenant Date

_____
Tenant Date