



## Tenant Newsletter

Brick Street Properties LLC.

*Important Reminders & Tips ALL Tenants should know*

As the leaves begin to fall, colder nights are upon us and Winter is not far away. As the season changes and cold weather comes it is very important for Tenants to remember these crucial tips and to ensure you comply with your lease agreement. Please take 5 minutes to read through and familiarize yourself with these few important reminders and tips.

### **1. Minimum Heating – From October - April heat must be kept on at ALL times at a minimum of 55 degrees!**

- Cold weather can cause a lot of damage to a home that is not properly heated, in particular there is the risk of water pipes freezing and bursting which causes massive damages.
- To prevent damages to your home your lease requires you to maintain heat in all areas of the home at a minimum temperature of 55 degrees.
  - i. **Gas service must be turned on if your furnace uses gas (if you are unsure ask us)**
  - ii. **Change furnace filters every 30 days (if you have a central furnace) – the size filter needed is marked on the unit.**
  - iii. **Long Vacations (such as Christmas Break) – remember to NEVER shut off your heat, it must be left on, and set above 55 degrees to prevent cold weather problems!**
    - 1. **Tip – if all tenants will be gone for more than 2-3 days (Christmas) it is a good idea to open all sink cabinet doors (kitchens and baths). This allows for better airflow of the heated air, as it can get colder in a closed cabinet where water pipes are not flowing and being used, than elsewhere in the house. This can prevent pipes from freezing.**
  - iv. **Various Heater Tips:**
    - 1. **Central Heat Furnaces** use a thermostat – turn switch to HEAT and make sure the dial or digital setting it is set to at least 55 degrees, usually you will keep it warmer for comfort but even when leaving for a long holiday do not set it any lower than 55 degrees and never turn the system to OFF during these potentially cold months.
      - a. **Filters – YOUR LEASE REQUIRES YOU TO CHANGE THE FILTER EVERY 30 DAYS!** Changing the filter helps the unit work efficiently and thus heat better. Also clogged filters cause strain on the motor and premature burnout or other mechanical failures from unchanged filters are the financial responsibility of tenants! When we do walk through inspections if we find unchanged filters a \$50 fee can be accessed per the lease.
    - 2. **Electric Baseboard Heaters** – each heater has a control knob, left all the way is OFF, turn right and it will start to heat based on how far right you dial it up, usually this takes some trial and error to get the settings you are most comfortable with, turn down for a less heat, up for more heat (higher temperature in the room). To be compliant make sure all units are at least ON and heating to a minimal level, none should be switched OFF.
    - 3. **Boiler Heaters** – these are electric but run much like Gas Central Furnaces with a thermostat.

**2. Remove All Hoses from exterior faucets** – leaving them connected during cold weather can result in freezing and damage to the faucet and even interior water pipes! Remove any pools or other items from GRASS as well!

**3. Check Smoke Detectors and/or Carbon Monoxide Detector Batteries** – do a simple push of the test button to make sure every unit is working, and change out the batteries if not. Never take the battery out without replacing it! ***This is a tenant requirement of your lease and may save your life!*** A chirping unit is annoying on purpose, it is telling you it needs the battery replaced ASAP!

4. Report any loose gutters or drainage problems to us, these can become bigger problems when snow and ice hit!
5. Locate your emergency Shut-Offs – in an emergency such as a burst water pipe you want to know where to go to stop the problem. These are marked in all our houses but you need to know where to look. Water shutoffs for the whole house will have a tag that says “Emergency Water Shut Off”. They are usually located in the basement or in a utility closet for homes without basements. Central furnaces also have shutoffs should there be a gas leak, this is a light switch type box located on the side of the furnace unit. The whole house’s electric can be shut off with the main shut off circuit breaker, usually at the top of the electrical panel.
6. In the event of a gas leak, fire, or any other life threatening event, call 911 first! Call us later as soon as you can to report the event.
7. No Smoking – as cold weather forces social gatherings indoors, please be reminded that your lease prohibits all Smoking inside homes/apartments AND on covered porches! Smoking must be done outside, off the porches in the yard.
  - Please also collect any cigarette butts as they are considered litter by the city and our lease agreement which can result in fines. A metal coffee can placed in the driveway during a party is a good idea to dispose of butts in.
8. **Have a great fall and enjoy the picturesque beauty of the fall leaves in Oxford, it truly is one of the most beautiful campuses and towns anywhere this time of the year!**