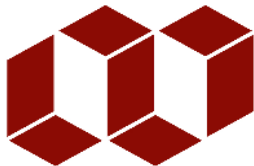


# Top 10 Ways to Protect Your Belongings in the Winter



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1. **Renter's Insurance** - Your personal belongings are generally not covered by your landlord's insurance (\$10-\$20 a month, subject to provider and coverage).
2. **Freezing Pipes**
  - a. Wrap all exterior pipes with insulation, and put caps over all exterior faucets.
  - b. Disconnect all hoses.
  - c. Leave all interior doors open for air circulation & leave heat on at 60 degrees.
  - d. Leave water taps that are located furthest from the hot water tank running at a slow trickle.
3. **Mold & Mildew**
  - a. Leave bathroom fan on/window open for 1 hour after each shower/cooking.
  - b. Leave windows open/cracked and blinds up for fresh air at least 1 hour a day.
4. **Shut off Valves (Both Water & Gas) & Electrical Panels** - Know where the shut off valves are and how to turn power off.
5. **Heating Systems**
  - a. Replace furnace filters twice a year.
  - b. If your furnace has not been serviced in the past two years, please call your Property Manager.

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6. **Check Chimney Draw** - to check, start very small fire with 2 or 3 sheets of newspaper.

7. **Roofs, Gutters, Drainage Systems, & Leaky Basements**

- a. Visually inspect roof for obvious damage or moss.
- b. Make sure all gutters are free of debris. (If you have trees over the roof, chances are gutters may need to be cleaned in winter.
- c. Make sure no outside drains at the house are blocked by debris.
- d. Make sure all downspouts are connected and not dispersing water next to the building when it rains.

8. **Sump Pumps** - Make sure all sump pumps are plugged into electricity and are working.

9. **Tree Branches** - If a major branch concerns you, or located close to the power lines, please call.

10. **Some Final Thoughts** - Repairs can be due to: a) wear and tear, or b) tenant negligence; if they are due to tenant negligence/unreported by tenant, the repairs may be charged to you.