

- ☐ **CHECK FOR DAMAGE TO YOUR ROOF AND CLEAN GUTTERS & DOWNSPOUTS.**
Cracked, buckled or loose shingles need to be replaced along with those missing any granules. Keep debris from accumulating in gutters. Eliminate sags and dips and be sure downspouts drain away from the foundation.
- ☐ **REMOVE DEAD TREES FROM YARD, TRIM HEALTHY TREES & BUSHES BACK FROM UTILITY WIRES.**
Hire a licensed and insured professional to trim dead branches and cut down large trees. In addition to preventing damage to the house, a clean yard deters thieves.
- ☐ **REPAIR CRACKED, BROKEN OR UNEVEN DRIVEWAYS, WALKWAYS, AND STAIRS.**
Replace any broken or weak deck boards and inspect handrails and grab bars to prevent injuries from falls. Sharp edges, splintered or rotting wood, rusted nails or nail pops can also be a liability hazard.
- ☐ **INSPECT YOUR SMOKE & CARBON MONOXIDE ALARMS; ONE SHOULD BE INSTALLED ON EACH FLOOR.**
Test alarms monthly. Change the batteries twice a year or more frequently as needed. Ensure tenants do not disconnect or remove the alarms.
- ☐ **MAKE SURE YOUR MULTIPURPOSE FIRE EXTINGUISHER IS FULL & PROPERLY PRESSURIZED.**
Store the extinguisher in an accessible location and follow the manufacturer's instructions for routine maintenance.
- ☐ **REPAIR ELECTRICAL OUTLETS THAT HAVE FRAYED WIRES OR LOOSE-FITTING PLUGS AS THEY ARE POTENTIAL FIRE HAZARDS.**
Be sure outlets, breaker/fuse boxes and extension cords are not overloaded.
- ☐ **CLEAN THE SPACE UNDER THE DRYER & THE DRYER EXHAUST DUCT. CHECK WASHER SUPPLY LINES.**
Remove all lint, dust and pieces of material as these are a leading cause of fires in the home. Inspect washer supply lines for any necessary replacement.
- ☐ **HAVE YOUR AIR-CONDITIONING SYSTEM INSPECTED AND DUCTS CLEANED BY A PROFESSIONAL.**
Check hoses for leaks, and make sure everything is draining properly. Clean or replace your HVAC filter on a monthly basis.
- ☐ **CHECK YOUR WATER HEATER FOR LEAKS AND RUST. IF THIS DAMAGE IS FOUND, YOU MAY NEED TO REPLACE IT.**
Follow manufacturer's instructions on draining to remove sediment that can shorten its life.
- ☐ **TEST YOUR SUMP PUMP TO BE SURE IT COMES ON WHEN WATER IS POURED INTO THE SUMP PIT.**
Install a battery backup pump as "insurance" against water damage.