

Date: [Insert Date]

Subject: Preparation for Autumn Exterior Weatherization

Dear Resident/Property Owner,

As the autumn season approaches, it is time to prepare the exterior of your property for colder weather. Performing routine weatherization now will help prevent damage from frost, wind, and rain, while also improving energy efficiency.

We recommend completing the following maintenance tasks before the first frost:

- **Gutter Maintenance:** Clear leaves and debris from gutters and downspouts to ensure proper drainage.
- **Outdoor Faucets:** Disconnect all garden hoses and shut off interior valves to outdoor spigots to prevent frozen pipes.
- **Seal Gaps:** Check for cracks or gaps around window frames and door frames. Apply caulk or weatherstripping where necessary.
- **Roof Inspection:** Check for loose or damaged shingles that may cause leaks during autumn storms.
- **Landscaping:** Trim overhanging tree branches that could fall during high winds or heavy ice.

Taking these simple steps now can save on costly repairs during the winter months. If you are a tenant and notice any significant damage that requires professional repair, please contact the maintenance office immediately.

Thank you for your cooperation in keeping the property safe and well-maintained.

Sincerely,

[Your Name/Management Team]

[Your Contact Information]