

Dear Tenant,

This is a quick but important reminder in regards to the property you are renting. Please read the details below very carefully.

1. **INSURANCE:** Reminder to check your tenant insurance and review your coverage and terms. Having an active tenant insurance is very important and is a required condition for the tenancy.
2. **DRYER:** Please ensure that you remove the lint from the lint tray in the dryer before/after every cycle. Failure to do so may result in damage to the unit, which would be considered misuse and repair / replacement cost be billed to the tenant.
3. **GARBURATOR:** If your unit is equipped with in sink garburator in the kitchen please do **NOT** throw any food scraps down the sink. Garburators + Food Scraps will likely result in a clog. When you use the garburator please ensure that you have plenty of water coming down the sink so that it would flush any particles through.
4. **ELECTRICAL PANEL:** Take 5 minutes of your time and locate the electrical board in the unit. It is good to know and remember where the electrical panel is located. Most electrical panels are located in bedrooms or closet space. They are covered with a plastic/metal door. Knowing where the panel is located is important as it will allow you to react quickly to any incident where electricity needs to be switched off to prevent fire.
5. **MAIN WATER SUPPLY VALVES (very important!)** Locate the main water supply valves! These are the two valves that supply water to your unit. There should be two valves (one hot and one cold). Most of the times water main valves are located in closets behind a plastic or metal cover that pops out. Knowing where these valves are could save hundreds of thousands of dollars! If you see anything leaking in the unit and or there is some sort of a water incident - shutting down the valves would cut the water supply to the entire unit. Once the valves are located please inspect them and check which direction to turn the handle to close the water supply. *If you are unable to locate them please contact your landlord.*
CAREFUL: if you have to shut the water to the unit and later on open the valve do it VERY SLOWLY! If you open the valve too quickly the water released may cause a lot of damage to fixtures, pipes and appliances.
6. **REGULAR LEAKS INSPECTION:** It is crucial to get into a habit of frequently checking under sinks, near the dishwasher and underneath the washer and dryer for any water leaks. Catching a leak early can save a lot of money.

- 7. CAULKING AND SILICONE WATER BARRIERS:** Inspect the caulking around sinks and bathtubs/showers: keep an eye out for peeling or seriously damaged silicone stripping around these areas. Water can slowly pass through the cracks and leak into the unit below.
- 8. DISHWASHER CLEANING:** Please ensure to rinse dishes before placing them in the dishwasher. You should also clean the dishwasher dirt trap regularly to avoid it being clogged.
- 9. WASHING MACHINE CARE: after every use** wipe down the inside of the washing machine door removing any remaining water. Gently wipe the rubber seal gasket dry. Leave the washing machine door open for at least 30 minutes after every use allowing the inside of the machine to dry. This will prevent any smells from the machine. Regularly wash the detergent tray to prevent any buildup. Use ONLY “HE” (High Efficiency) laundry detergent.
- 10. BATHROOM FAN** - please ensure that nothing obstructs the bathroom fan air intake. If you see a lot of lint buildup please carefully remove it with a brush or vacuum cleaner. Poor ventilation may lead to increased humidity and mold. Please ensure to use bathroom fan whenever taking shower/bath to minimize indoor humidity.
- 11. REPORT:** Please remember to report ALL water damage. Stains on the ceiling, walls etc must be reported to the landlord so that prompt action can be taken.