



Professional Property Management
of Northern Virginia, Inc.

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Fall/Winter Instructions 2005

A Reminder That The Cold Weather Is Right Around The Corner!

The following tips will help you comply and make the seasonal transition a smooth one for you.

1. Make sure the heat is operating correctly – *do not* wait for a cold day.
2. Make sure that the furnace filter is changed or cleaned once per month.
3. Make sure that your outside faucets are winterized properly.
5. Make sure exterior lights are working. Check smoke detector(s) batteries and change if necessary.
6. Arrange to have the gutters cleaned of leaves and branches, and keep exterior heating/air conditioning components free of leaves and snow if applicable.
7. Do not turn the heat below 60°, even if you go on vacation. (If you are gone for more than a few days – please turn the main water valve off.) Unless you have hot water heat radiators.
8. Have your fireplace and chimney cleaned. It should be done after each season. Make sure to save your receipt, as you will be asked for your last one if/when you vacate. Chimney fires are dangerous.
9. We appreciate your checking on these items to insure proper care of your home, and your ensuring a comfortable winter season.

FOR YOUR INFORMATION

Recently PPM installed a new automated phone system to provide better response to our tenants, owners, and customers. Please note the following new extensions.

Accounting/Bookkeeping: - ext 101, 106
Applications & Leases: - ext 112, 117
Maintenance: - ext 104, 105, 115

Property Inspections: - ext 108, 109, 111
Lease Renewals/Extensions: - ext 116
Front Desk: - ext 100

To expedite your repair requests you may send your requests via email to:

Mike Gerhand: - mike@ppmnva.com OR Christine Hines: - christine@ppmnva.com