



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

5105-K Backlick Road
Annandale, Virginia 22003

TEL 703-642-3010
FAX 703-642-3619 (Red)
FAX 703-256-4720 (Blue)

E-Mail ppm@ppmnva.com
www.ppmnva.com

14127 Robert Paris Court
Chantilly, Virginia 20151
TEL 703-639-1990
FAX 703-378-1414 (Green)

SPRING/SUMMER INSTRUCTIONS

A Reminder That Warm Weather is Right Around the Corner!

The following tips will help you comply with and make the seasonal transition a smooth one:

- Make sure your air conditioning is working properly – do not wait for a “HOT” day.
- Make sure the air conditioning filter is changed each month for efficiency and cleanliness.
- Check your smoke detectors for operation and batteries. Please contact PPM if they do not work.
- Please be sure to keep the grass mowed and shrubs trimmed if you are required to maintain them per your lease agreement. Water the shrubs and lawn if the weather is hot and dry.
- Make sure the gutters are clean and free of debris. This prevents water from entering the house during rainy downpours. Make sure all water is flowing away from the house.
- Make sure all storm windows/doors are in place and that any windows are closed and latched to prevent water intrusion damage.
- Make sure the outside air conditioning unit is free from obstruction and debris.
- In the event your air conditioner stops working in the evening or on a weekend, the repair will be handled as a routine maintenance call and is NOT considered an emergency. No overtime service will be authorized.

Your Maintenance Contacts:

Blue Team
703-642-3010 x 104

Red Team
703-642-3010 x 117

Green Team
703-639-1990 x 206