

### HOT STUFF

- \_\_\_\_\_ **Leave the heat on!!** Turn down heat to 65 to save energy but **DON'T** turn the heat off or pipes may freeze and burst damaging your residence, your belongings, or even your neighbor's property.
- \_\_\_\_\_ **Sink cabinets should be left open.** Pipes under the kitchen and bathroom sinks are particularly vulnerable, leave the doors open to allow them to get some more heat.
- \_\_\_\_\_ **Open kitchen & bath vents** to keep pipes warm. Close bedroom vents (& doors) to conserve energy.
- \_\_\_\_\_ **Close crawlspace openings and air vents.** In cold weather, closing these (if you have them) conserves energy and lowers your bills. In warm weather, open them to allow air to circulate.
- \_\_\_\_\_ **Just say no to space heaters!** Space heaters can be a fire hazard and should only be used per manufacturer instructions and should never be left unattended.
- \_\_\_\_\_ **Remove hoses from outside faucets.** Be sure the faucets are off and the lines are drained. Hoses left attached can not only wreck the hose, but can break the faucet or line.
- \_\_\_\_\_ **Advanced Level: Turn the water off** where it comes into your unit and drain all water from your faucets. This can often be found in a basement bedroom closet or in the furnace room. Turn the valve clockwise (to the right). Be sure all housemates know where this valve is located so the water can be turned back on or leave a pencil size stream of water running.

### SAFE & SECURE

- \_\_\_\_\_ **Secure all windows and doors.** Leaving a light on, or on a timer, can also improve security.
- \_\_\_\_\_ **Stop papers and mail.** Having them lie around is advertising you aren't home!
- \_\_\_\_\_ **Have someone stop by periodically.** Have someone you now check your place from time to time.

### TREES, TREES, and PAYMENTS, Oh My!

- \_\_\_\_\_ **Don't leave Christmas tree lights on when not home.** Flaming trees are no fun.
- \_\_\_\_\_ **Ditch the tree when leaving town.** Unattended Christmas trees can be a fire hazard.
- \_\_\_\_\_ **Give it away.** If you have Christmas Trees, you can donate them to The Salvation Army for needy families. Otherwise, please leave your trees by the dumpster, or streetside if on city trash routes.
- \_\_\_\_\_ **Remove garbage, in and out.** Leaving garbage in your unit (or near it outside) is guaranteed to bring you a nasty smell, gross mess, or friendly insects and rodents.
- \_\_\_\_\_ **Don't forget your payments!** Please remember to pay your December rent on time and bring your account up to date to avoid the \$4 per day late fee. Otherwise, your wallet may be a little lighter upon your return from the holiday--and we'd much rather simply **wish you a Happy New Year!** We do have a drop box in the door for checks (no cash please).
- \_\_\_\_\_ **Have you renewed?** Need a place next year? Lock yours in so you don't have to worry about it after the New Year! If you need a different size or location, please contact us ASAP and we will be glad to get you some information. We have 1-5 bedroom houses, townhouses, and apartments.

### NEED HELP? MAINTENANCE, APPOINTMENTS, and QUESTIONS, Oh my....

**Holiday Hours** Office hours may vary during the Holiday break.

**Contact Info.** [elkinsapartments.com](http://elkinsapartments.com), (812)339-2859, or [rentinfo@elkinsapartments.com](mailto:rentinfo@elkinsapartments.com).

**Emergencies:** If office is closed, call Rob, 812.320.8874, Terry, 251942.6544, or the #s in your Policies & Procedures.

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**CUT HERE & Turn in prior to leaving for break OR submit online <http://www.elkinsapts.com/maintenance.html>**

### **HOLIDAY WISH LIST? NEED MAINTENANCE NOW?**

Is there anything you need done while on break?

Name: \_\_\_\_\_

address: \_\_\_\_\_ phone# \_\_\_\_\_

Holiday wish list:

*Happy Holidays and a Merry New Year from all of us at Elkins Apartments!*