Dear Residents,

Now that you have settled into your new home we just wanted to send a friendly reminder regarding the maintenance and upkeep of the HVAC unit(s). Changing furnace and return air filters is critical to the proper performance of your HVAC system, not to mention your home's air quality and we would not want you to reside in an environment that is unsafe. Please remember that air filters are to be changed once per month. In addition to doing so, we would love a picture confirmation that this has been done. Please make a note of the date it was changed and record it on the actual filter.

Also remember, that every other month, it’s important to pour a cup of bleach in the condensation line as it flushes out all the algae. If you need assistance locating where or how to treat the condensation lines to each HVAC interior unit. If necessary, for an additional charge, the management company can handle this service for you. Just call for details.

We appreciate your corporation in insuring everyone gets to enjoy their home in the safest possible way.

Sincerely,

Kimberly Ann Parker



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