

EMERGENCY FREEZE NOTICE TO ALL RESIDENTS

Severe subfreezing weather is forecast. Water pipes in our apartment community may freeze and break unless we ALL act quickly. If any pipes freeze, we may have to cut off the water to entire buildings. If there are widespread pipe breakages across the city, it could be days before we can get hot and cold water back on in your unit. So please help.

IMMEDIATE ACTION. Please take the following precautions as soon as you read this notice!

1. Leave the heat on 24 hours a day at a temperature setting of no less than 50 degrees. Keep all windows closed. Be sure to leave open the cabinet doors under the kitchen sink and bathroom sink(s) to allow heat to get to the plumbing.
2. Immediately do one of the following [*whichever is checked*], depending on the severity of the freeze:
 - drip all your water 24 hours a day at a steady drip of about ____ drops per second. This includes cold and hot water in your kitchen sink, bathroom sinks, bath tubs, showers, wet bar sinks, etc. OR
 - run all your water 24 hours a day at a steady, pencil-lead size stream. This includes cold and hot water in your kitchen sink, bathroom sinks, bath tubs, showers, wet bar sinks, etc.
3. If you have washer/dryer units in your apartment, especially those located on any outside patio or in any outside closet, follow these steps to help prevent those water lines from freezing and breaking:
 - Turn both the hot and cold water lines off.
 - Disconnect these water lines from the back of your washing machine.
 - Place both water lines into the drain pipe behind the washing machine.
 - Turn both water lines back on so that [*check one*] a steady drip or a steady pencil-lead size stream is coming out 24 hours a day.
 - When you want to wash clothes, remember to reconnect the water lines.
4. Leave the faucets dripping or running until further notice. We will notify you when to stop.
5. Leave all drains open, including sinks and bathtubs. Bring in potted or hanging plants.
6. Notify management ASAP if you notice any water running from a building or from under your walls.
7. Remember to be careful about ice and snow on steps and sidewalks.

As authorized in the lease, the management may be entering the apartments for spot checks. When others in the city drip their faucets, water pressure may drop, and you may have to open your faucets some more.

DAMAGE TO YOUR PROPERTY AND RENTER’S INSURANCE. If the pipes in your dwelling or in the units above or next to you freeze and break, there can be substantial water damage to (1) your property, (2) other residents’ property (clothes, furniture, stereos, TVs, etc.) and (3) the owner’s property (carpets, walls, etc.). You could be liable for such damages (and any related damages caused by mold or mildew) if you have negligently failed to take proper precautions. This is especially important if you and your neighboring residents do not have insurance to cover such damage. The casualty insurance on the apartment owner’s building cannot legally cover damages to other people’s property. You are encouraged to buy renter’s insurance to cover unexpected damage to your personal belongings from water, fire and similar hazards.

Thank you for your prompt and continuous cooperation regarding this serious problem.

The Management

Date hand delivered to resident or occupant
or posted on inside of main entry door of the dwelling

Commentary. This notice is a sample form which you can prepare as your own customized notice for your particular apartment community or other kinds of rental units. Obviously, it is not necessary to drip the faucets every time the temperature goes below freezing. Exercise judgment on each occasion, taking into account the degree and duration of the cold and the existing insulation on the pipes. See the article entitled "Protecting Pipes in Freezing Weather" on REDBOOK page 516.