

# Holiday Breaks-What You Need To Know

First of all, Hendricks Investments would like to wish you all a very safe and happy holiday. Enclosed are just a few reminders and some important information we would like to pass along before you leave for the Holidays.



Please be advised that December & January's rent is due on the 1st. If paid after the first, **late fees will apply daily, retroactive back to the second.**

It is your responsibility to ensure your heat is working. If your house is heated with oil, be sure that your tank is filled prior to leaving for break. You are to be on auto-fill at this point in the year. In the event that you run out of oil, you will be charged if we have to come out to prime your furnace.

If & when you leave for the holiday break, the heat must remain at a minimum temperature of 55 degrees per your lease agreement. If you fail to adhere, the pipes risk a chance of freezing, which would cause a considerable amount of damage to all personal belongings as well as tenant(s) being held responsible.

Winter is here, which means the inevitable: **SNOW**. Your sidewalks must be cleared within 24 hours. If your sidewalks are not cleared, the borough will issue a fine of \$50-\$100 and our maintenance staff will be forced to shovel them for you. If we have to shovel/salt on your behalf; you will be billed for the service.



When leaving for an extended period of time you must inform us and make arrangements to have the property checked daily. If you would like us to check on your house please let us know.

**REMINDER:** We will be performing cleanliness, & fire safety inspections over Thanksgiving & Winter Break! Our office will be closed in observance of the holidays on: Nov. 25-29<sup>th</sup>. Dec. 23<sup>rd</sup> -27<sup>th</sup>, and Dec. 30-Jan 2. **\*\*Please call 814-343-0010 after hours for emergencies.\*\***

# Holiday News Continued



Ensure all your smoke detectors and C.O. detectors are up and functioning. If any are chirping please replace the batteries. If any are found to be down and/or disabled you be assessed fees for replacement and subject to Centre Region Code violation penalties.



Check your house for drips, running toilets, etc. Do not leave for Thanksgiving or Christmas break without making us aware of any maintenance issues.

Make sure your house and any valuables you are leaving behind are secure. Lock all entrances, windows and your individual bedrooms.



Please note, we are on limited hours during Thanksgiving through Christmas break. If you are arriving back to town and need assistance, please CALL us at (814)-231-2628 or EMAIL us at: [Duronittany@yahoo.com](mailto:Duronittany@yahoo.com) so that maintenance can take care of your needs as quickly as possible. If it is an **after hours emergency** please call (814)-343-0010.



Please let us know if you are in need of any maintenance. Our office hours are Monday-Friday 8:30 am-4:30 pm. If you happen to call after hours, please leave a message on the answering machine and it will be taken addressed ASAP.

Hope you have a very fulfilling Thanksgiving.

Happy Holidays and the very best for the upcoming New Year from the staff at Hendricks Investments.

