

BRANT POINT BUILDING & PROPERTY MGT, LLC.

P.O. Box 3430, Nantucket, MA 02584

Hello from Brant Point Building & Property Management! In an effort to prepare your property for the 2010 Fall/Winter season, we have prepared this House Closing worksheet for your convenience. Please indicate the address of your property, the desired closing dates and the services you would like performed.

Client Name & Property Address: _____

Important Information: Circle applicable items	Date Requested:
Departure from Island: _____ Fall Visits? (Y/N)	
Turn off Outdoor Water and Sprinkler System	
Turn off Indoor Water	
Turn off heat and/or hot water	
Remove & Store Outdoor Furniture/Flower boxes/Grills/Flags/Doormats	
Install Storm Windows & Doors & Remove Screens	
Check dehumidification systems & sump pumps in crawl spaces & basements	
Close Pool and/or Spa	
Unplug electrical items (lights, computers, tvs, etc.)	
Heating System - Annual cleaning & filter change (should be done once a year)	

Top 10 Items: Circle applicable items	Date Requested:
Door & Window Adjustments & Weather Stripping	
Car - Start, Run, Remove Battery for winter, Service and/or Inspection	
Fall Boat - Storage & Maintenance	
Power Washing & Sealing (decks, walkways, roof shingles, etc.)	
Fall House Cleaning	
Close Crawl Space & Attic Vents & Repair or Replace	
Replace Batteries in Smoke Detectors & CO Alarms, etc.	
Check & Replace All Broken Lightbulbs (Interior & Exterior)	
Gutter cleaning & Oiling	
Septic Pump Out	

Other: Circle applicable items	Date Requested:
Exterior/Interior Painting	
Fall Landscaping/Clean-Up	
Hazardous Waste Removal	
Crawl space inspections (for mold & rot)	
Shipping of summer items to winter location	
Pest Control & Mouse & Rodent Proofing	
Clean & Store Barbeque Grill & Fill Gas Tanks	
Appliance - preventative maintenance (dryer vent cleaning; cleaning icemaker lines)	
Chimney Cleaning	
Alarm System Check-Up/Preventative Maintenance	
Install Deduct Water Meter for Sprinkler System on Town Water & Sewer	

Other fall projects or notes. Please call to set up an appointment to discuss fall projects:

We appreciate your prompt response to this letter in order to ensure all work is performed prior to the onset of the fall/winter season. Please return this form via fax to (508) 825-0880 or email info@brantpointbuilding.com.

Thank you in advance for your attention to this matter.
Brant Point Building Fall 2010