



# CR Property Management Inc

384 SW Upper Terrace Suite #203 Bend, OR 97702 (541) 318-1414

Dear Property Owner:

We are sending you this letter as a courtesy; we understand that repetitive letters can become a nuisance rather than a convenience. To avoid this, we are offering you an opportunity to stop the endless paper-trail.

Every year at the start of "Spring / Fall", we send out letters to ask you if you would like our maintenance department to either "Blow-out or Energize" the sprinkler systems on your properties, and / or provide "Winterization of the Residence"; we are now offering you the opportunity to choose to be reminded Yearly, Automatic renewal, or Every Winter and Spring. Please let us know which service choice you would like by marking the appropriate boxes provided below, then sign and return it to our office.

If for some reason in the future you should change your mind, please do not hesitate to give us a call; we will send you another letter so that you may mark your new choices. Our owners are very important to us and we would like to provide the best service possible.

- Please Recharge / Blow-out the sprinklers on my property in the Spring / Fall, and charge my account. (CR Property Management will call if there are damages and additional costs)
- Please winterize the residence on my property in the Spring / Fall, and charge my account.
- Please Recharge / Blow-out the sprinklers and winterize the residence on my property in the Spring / Fall, and charge my account (CR Property Management will call if there are damages and additional costs)
- Please do not remind me or provide either of these services to my property; I will take care of it myself.
- Remind me yearly       Automatic set-up until I cancel,  Remind me in the Spring / Fall  
By written notice

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Print Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Print Name

**We will begin to bring watering systems on line starting mid April**

CR Property Management will be charging \$50 to start up basic systems of 6 zones or less and \$5 additional for each zone over 6. If there are any repairs required, the cost of those repairs would be added to you invoice at time and material @ the rate of \$50 an hour.

**In October we will begin the winterization process on all of our properties:**

Winterization of sprinkler & irrigation systems would include, blowing out the water from automatic sprinklers, lines and turning off the timers. This service is offered for \$50.00. An additional fee will be charged if repairs become necessary.

Winterization of the residence would include covering all ventilation openings in the foundation and hose bibs with Styrofoam covers. Styrofoam covers shall be provided by CR Property Management at no cost to the owner. In the event the covers disappear or become damaged during the winter season, CR Property Management will pass on the fee to replace the covers. The home winterization service will include two trips to the home, one visit to install all covers in October and one visit to remove the covers in May. CR Property Management will provide this service for \$50.00.