

*BTM PROPERTIES
5310 HAMMERSLEY ROAD
MADISON WI 53711-2622*

WINTER IS UPON US ARE YOU READY?

Please take some basic steps to make sure you are properly prepared:

- Remove all leaves, yard waste, debris, pet waste and trash from your property.
- Unhook all hoses from your outside faucets to prevent frost damage and check exterior faucets for leaks.
- Clear decks, patios, entryways, and trash can areas of leaves and non-essential items. Put personal property away for the season (i.e. grills, planters, bikes, mowers, toys, pools, watercraft, etc.).
- Close all your storm windows and doors. Exchange entry storm door screen inserts with glass inserts.
- Check your shed for snow shovels and purchase additional shovels or equipment if needed.
- Purchase sand, salt or salt alternatives now so you are prepared for an ice event.
- Make sure your furnace is working properly, open interior heating vents and clean your filter monthly. Check exterior venting to prevent blockage during heavy snowfall events to ensure proper ventilation.
- Make sure to lock-up snow blowers and equipment to prevent theft.
- Always lock your vehicles, especially when warming them up during winter months.

Snow and Ice Removal

Please help us keep walks and driveways safe for everyone. It's not only for your safety, but also the safety of guests, general public, postal carriers, utility workers, elderly, wheelchair bound citizens, and mass transit users. The city considers snow and ice a safety concern and will not issue warnings prior to ticketing. The city considers snow/ice removal necessary when any measurable snowfall occurs. It is in your best interest to remove the snow as soon as possible, as delaying removal usually makes this process more difficult. Our tenant(s) are required to keep public sidewalks, curb ramps, aprons, walkways, entranceways, stairways, and driveways clear and in safe condition at the rental address which they reside. Please keep in mind if you have cleared the curb ramp or any of the above listed areas but city snow plows push snow or ice back onto the area, you are still required to remove it by noon the following day. Shoveling multiple times during any one snowfall may be necessary. When ice has formed on the surfaces listed above, which cannot be removed immediately, the tenant(s) must keep these areas effectively sprinkled with sand, salt, or other suitable alternative to prevent the ice from being dangerous until it can be completely removed. Snow and ice must be removed no later than 12:00 noon the day after the snow or ice has ceased to fall or accumulated, regardless of the source or amount of accumulation.

City's example: The days end and begin at 12:00 midnight. If snow starts falling on Monday morning but stops by 11:59 p.m. on Monday night, the sidewalk must be cleared by 12:00 noon on Tuesday. If the same snow continued into Tuesday morning (after 12:00 midnight), the sidewalk would have to be cleared by 12:00 noon on Wednesday. Additional snow events will not extend the snow removal deadline. Prior snowfalls are required to be removed by their original deadlines.

The city considers snow and ice removal complete when all areas listed above are cleared from edge to edge and down to bare concrete. During heavier snowfalls tenant(s) should maintain a minimal clearing path on city sidewalks between 8:00 a.m. and 8:00 p.m. **These ordinances are in effect seven days per week, including holidays.** Residents are also prohibited from depositing snow or ice from private property upon any sidewalk, roadway or street, or causing or requesting the same to be done. **Don't forget to make plans to have the property cleared of snow and ice when you're on vacation or away.** If you choose to hire an outside service to clear snow and ice, it's your responsibility to make sure the vendor follows city ordinances and BTM Properties' policies. For snow removable service at a reasonable price, contact Gary Marcel via text at (608)630-0945. He can assist with one time events or provide seasonal coverage.

Equipment and Supplies

Tenant(s) are responsible for purchasing their own snow shovels, equipment, and salt/sand or equivalents at their own expense. As a courtesy, BTM Properties supplies each rental property with one basic snow shovel and one bucket of salt at move-in. However, we are not responsible for refilling salt supplies or replacing snow shovels should they break, be misplaced or stolen. The city provides free sand/salt mixtures throughout the neighborhood. These barrels are usually located at the corner of Reetz/Raymond and Gilbert/Flad.

We sincerely thank you for all your efforts!



Thank you for ensuring your property is safe for everyone during the winter months.

Wisconsin winters require some planning and preparation. Snow and ice removal is required for everyone's safety. We recommend working with your neighbors during the winter months. Your neighbors may be able to help you out when you are on vacation or away from the property for an extended period of time.

BTM Properties routinely inspects our rental properties to ensure rules are being followed and enforced. Any tenant(s) found to be in non-compliance with our policies or local ordinances pertaining to snow and/or ice removal will be held responsible for all expenses associated with bringing the property into compliance. Upon signing our snow and ice addendum at move-in, the tenant(s) agreed to promptly reimburse the Landlord or Landlord's agent for these expenditures. The tenant(s) also agreed any unpaid expenditures related to snow and ice removal may be deducted from the tenant's security deposit.

If tenant(s) hire an individual or company to perform snow and ice removal services, *all costs associated with this work are at the tenant's own expense*. We recommend the tenant(s) provide any such individual or business with a copy of BTM Properties Snow/Ice and Lawn Care Addendum. In the event an outside service is used, the tenant(s) is still responsible for all terms set forth under our policy and any damage caused to the property during its implementation.

Upon signing our Snow/Ice and Lawn Care Addendum, all tenant(s) have agreed to immediately pay for any citations and/or fines, removal expenses and re-inspection fees issued by the City of Madison, BTM Properties, Building Inspection or any other governmental agency upon issuance of said violations pertaining to snow and ice removal. Management reserves the right to collect reimbursement from the tenant(s) for any fines resulting from these citations immediately upon receipt of said citation and/or may deduct any unpaid fines from the tenant's security deposit without dispute.

BTM Properties sincerely thanks you for all your efforts!