

BTM PROPERTIES
MADISON, WI 53711-2622

WINTER IS COMING! **ARE YOU READY?**

Take basic steps now to make sure you are properly prepared:

- Make sure your furnace is working properly, open interior heating vents and clean your furnace filter monthly.
- Never turn off the furnace during winter months. Pay your utility bills in-full and on-time as required by your lease.
- Check your thermostat batteries, if applicable. Program it to your schedule and save on your utility bills.
- Test your smoke and carbon monoxide detectors to ensure they work properly, contact us if any malfunction.
- Close all your storm windows and storm doors. Exchange storm door screen inserts with glass inserts if provided.
- Un-hook your garden hoses from outside faucets to prevent frost damage and notify us of any exterior faucet leaks.
- Remove all leaves, sticks, yard debris, pet waste, and trash from your property.
- Clear decks, patios, entryways, stairways, and trash can areas of leaves and non-essential items. Put your personal property away for the season (i.e. grills, planters, bikes, mowers, toys, pools, watercraft, etc.).
- Inspect exterior venting during heavy snowfall events to prevent blockage and ensure proper ventilation.
- Check the property sheds for snow shovels and place them near your driveway. Buy new shovels, if necessary.
- Purchase salt or salt alternatives, sand, and additional equipment now so you are prepared for a snow or ice event.
- Make sure you secure snow blowers and equipment to prevent theft.
- Always lock your vehicles, especially when warming them up during winter months. Don't forget to purchase ice scrapers, lock de-icer, and winter emergency kits for your vehicles. They can come in very handy!

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 & ice a safety concern and will not issue warnings prior to ticketing.** Removal is necessary when any measurable snowfall occurs. It is in your best interest to remove the snow as soon as possible, delaying removal usually makes this process more difficult. **Our tenant(s) are required to keep all sidewalks, driveways, curb ramps and aprons, walkways and stairways clear and in safe condition at the rental address in which they reside.** Please keep in mind, if you've cleared the curb ramp, apron or any of the above areas and city snow plows or vendors push snow or ice back onto the area, you are still required to remove it by noon the following day. Shoveling multiple times during snowfall events may be necessary. When ice has formed on the surfaces listed above, the tenant(s) must keep these areas effectively sprinkled with sand, salt, or other suitable alternatives to prevent the ice from being dangerous until it can be completely removed. Snow & ice must be removed no later than 12:00 noon the day after the snow & ice has ceased to fall or accumulate, regardless of the source or amount of accumulation.

City of Madison 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 event continued into Tuesday morning (after 12:00 midnight), the sidewalks should be cleared by 12:00 noon on Wednesday. Additional snow events will not extend the removal deadline. Prior snowfalls are required to be removed by their original deadlines.

The City considers snow & ice removal complete when all areas listed above are cleared from edge to edge and down to bare concrete. During heavier snowfalls you should maintain a minimal clearing path on 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 & ice when you're on vacation or away.** If you hire an outside vendor to clear snow & ice, you're still responsible for making sure the vendor follows city ordinances and our policies.

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 rental property is safe for everyone during the winter months!

Preparation

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

Your Commitment

We routinely inspect our properties to ensure our policies are being followed and enforced. When you signed your lease, you agreed to keep the property at which you reside in compliance with our snow/ice addendum at all times. Tenant(s) found to be in non-compliance with our rules or local ordinances pertaining to snow and/or ice removal will be held immediately responsible for all costs associated with bringing a non-complying property into compliance. Tenant(s) have also agreed to promptly reimburse the Landlord or Landlord's agent for expenditures associated with bringing a property into compliance. Unpaid expenditures related to snow and ice removal can be deducted from a tenant's security deposit. Please help us keep our properties safe for everyone!

Outside Services

If a tenant hires an individual or company to perform snow and ice removal services, *all costs associated with this work are at the tenants' own expense*. We require 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, our tenant(s) have also acknowledged and understand that they are still responsible for all terms set forth under the residential lease and any damage caused to the property during its implementation. BTM Properties will not discuss compliance issues with private vendors, that's the tenants' responsibility.

Violations

Upon signing your residential lease and snow/ice addendum, you have agreed to immediately pay any citations, fines, bills, removal expenses, and re-inspection fees issued by the following: City of Madison, BTM Properties, Building Inspection, or other governmental agencies. BTM Properties also reserves the right to collect reimbursement from our tenant(s) for any fines or fees resulting from contact with the above agencies.

BTM Properties is sincerely grateful for all your efforts this winter!