



Kasteel
PROPERTY MANAGEMENT

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1195 Spring Creek PI Ste. B Springville, UT

Date

Tenant Names (Financially Responsible)

Tenant Full Address

Dear Tenant,

This is a form letter being sent to all tenants.

Knowing how to turn off the water to your home can save you a lot of hassle and prevent serious damage in the event of a plumbing emergency. Please take a moment to locate your **main water shut-off valve**. It's typically found in the basement, utility closet, or crawl space, and sometimes behind a small wall panel. A quick quarter-turn usually shuts off the water to the entire home.

It's also helpful to know where the **individual shut-off valves** are located—usually under sinks and behind toilets. These allow you to stop water flow to a specific area if needed. Keep in mind that these smaller valves can become stiff or hard to turn over time, so it's always best to know the location of the main shut-off as a backup.

Please make sure that everyone in your household, including children, knows where these valves are located. Emergencies can happen at any time, and being prepared can make all the difference. It's also a good idea to shut off the water to your home if you'll be away for an extended period.

Your attention to this important maintenance item is greatly appreciated. Taking a few minutes now could prevent a major disruption later.

You can review this and other general maintenance letters in the Tenant Section at kasteelproperty.com.

Thank you,

Company Name

Company Phone Number