

EMERGENCY CHECKLIST
PLEASE KEEP HANDY AT ALL TIMES

1. **NO ELECTRICITY**

- A. Check circuit breaker
- B. Look at utility meter, is it running? Is it tilted? Has the bill been paid?
- C. Is there electricity in the neighborhood?
- D. If there is no power in the bathroom, check the reset button on the outlet.
- E. Is the utility department working in the neighborhood? Any construction going on in the neighborhood?
- F. Call utility department.

2. **FLOODING**

- A. Locate and turn the water off immediately.
- B. Where is it coming from? Water heater, water spicket, ground water?
- C. Foundation cracks?
- D. Broken pipe under the sink:
- E. If you have a sump pump, is it working?
- F. Will you need water extraction?
- G. Call Advanced Realty IMMEDIATELY for EMERGENCY MAINT.

3. **NO HEAT**

- A. Is the pilot light on?
 - *Call the gas company
 - *If you try and light the pilot, will it stay lit?
- B. Is the blower working correctly?
 - *Does the blower come on?
 - *Does it blow warm air?
- C. If the pilot is on, is the thermostat set properly?
- D. Is the door to the furnace itself shut tight?
- E. Can the situation wait until first thing in the morning?

4. **FENCE DOWN**

- A. Is the fence down due to wind?
- B. Do you have an animal that needs to be contained within the fence?
- C. Call the office on the next business day and report it to your property manager.

5. **SHINGLES BLOWN OFF THE ROOF**

- A. Is the roof leaking?
- B. Is there an excessive amount?
- C. Call the office and report the problem to the property manager.

6. **WINDOW BROKEN OUT**

- A. What caused the window to break?
- B. If necessary, did you get a police report?
- C. Please cover the window with a piece of wood until we can get someone to replace it.

7. FIRE

- A. Call 911
- B. Get everyone out of the house/unit.
- C. Call Advanced IMMEDIATELY to report.

8. LEAKING HOT WATER HEATER

- A. Turn off water to hot water heater IMMEDIATELY
- B. Use existing hot water sparingly
- C. If water can be turned off and maintained, call Advanced Realty the next morning for service.

9. NO HOT WATER

- A. Check hot water heater, is the unit warm? Is pilot on?
- B. Runt other taps to determine if it is just one line.
- C. If you find a leaking pipe, turn water off at that pipe.
- D. Call Advanced Realty IMMEDIATELY.

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