**Memo**

**[Property Name]**

**RE: Property Ice Dams –Action Required**

Date:

Please be advised that we have received reports of interior water damage to individual units due to ice dams. We are asking each resident to check their own properties immediately for any water damage due to melting ice dams. Please scan your ceilings and walls for any staining or indication of moisture.

If you find damage to your unit, please report it immediately to:

[Property Manager Name]

[Property Manager Phone Number]

[Property Manager Email]

We will be compiling a list of damaged units 5 days from the date of this memo. Timely reporting of all affected units is critical so that the claim may be considered as one occurrence. Delay in reporting damage may result in the application of multiple deductibles.

Inspections of damaged units will be scheduled.