

Preparation Instructions for your Audit.

- If you have chosen a Full Audit, *following these requests is vital to your Audit.*
- If you have chosen a Walk-Through, then please attend to the first issue below.

If at any point before your Audit date, you find you can't meet these requests on your scheduled day, please call and arrange for a new date that *will* work for you. There are very good reasons why I'm asking you to do these things.

Remember, you are paying me by the hour. Making my job easier will help you avoid extra fees.

- ✓ All rooms in the house, and the Attic and Basement / Cellar, must be accessible. Please clear away any obstructions and obtain keys to locks that would block my access.
- ✓ Your central heating system (if you have one) must be in good working order, and the house should be warm to your customary "occupied" temperature as heated by this system. (If you don't have any heat other than your wood stove, please call me to discuss this. Thank you.)
- ✓ Wood stoves must be out, and dead cold.
- ✓ Pellet stoves must be off, and dead cold.
- ✓ If your Hot Water is created by a stand-alone heater, it too should be in good working order.
- ✓ Fireplaces must be dead cold. *No exceptions here!* (If possible, it would be good to clean all ashes from the fireplace. If not, I'll cover them with wet newsprint.)
- ✓ Any broken windows must be repaired. Again, *No exceptions here!*
- ✓ Storm windows should be installed, or closed if they slide.
- ✓ If you have removable storm doors, either put them up, or be sure to show them to me.
- ✓ Window AC units should be removed, or covered and sealed as you would for the winter season.

Thank you for your help. After the Audit, you will understand why I've asked you to do all this prep work.

Sincerely,
Dwight