



Cottage Draining & Closing Letter

Dear Valued M&M Cottage Customer:

In cooperation with you, our customers, we have created a form to obtain the critical information needed to properly drain and close your home. A fillable version of this form is also available on our website, <https://www.mm-plumbing.com>. It is imperative that we are provided the proper information, as well as any new and updated changes to your home.

Please review the following points prior to completing the form:

- Please allow ten (10) business days advanced notice of when you desire to have your cottage water system drained. By providing advanced notice it allows us to accommodate your time frame. We will do everything on our end to accommodate your request, but it is ultimately dependent on our workload and prior commitments.
- If advance notice is not received, a premium rate may be applied.
- Please confirm with your maintenance/cleaning/work crews that they will no longer need a water supply.
- Please let us know of any changes in accessing your home. Also, please notify us of any changes to your plumbing and heating system or any additional/new appliances.
- For our natural gas customers, if you would like your natural gas provider to lock out your gas meter, that arrangement must be made by you, the account holder. Please do not schedule the appointment with them before contacting M&M as we cannot guarantee the ability to coordinate with their schedule.
- In Northern Michigan, weather and temperatures can change quickly and dramatically, please leave your thermostat set to at least a minimum of 60° until we can drain the plumbing system. M&M will shut down the heating system when we drain and close the home.

We will email you a confirmation of your request to drain and close your home; please follow up with our office if you have not received a response.

Thank you for choosing M&M for your plumbing and heating needs. If there is anything that we can do to help in the process, please do not hesitate to contact our office.

Very respectfully,

Scott Monthei

Owner M&M Plumbing, Heating, & Cooling, Inc.

Mark Prodan

Operations Manager M&M Plumbing, Heating & Cooling, Inc.