



FRONT 9 WATER LEAK PROCEDURE

ALL WATER LEAKS NEED TO BE HANDLED AS AN EMERGENCY - THEY AFFECT ALL OF US.

Action Steps For The Homeowner or Resident:

1. ID source of leak (*if possible*)
2. Shut off any valve in unit if it relates to the leak.
3. If there is no emergency valve in your unit that relates to the leak, then go to condo on first floor immediately BELOW your home and ask your neighbor to turn off water stack emergency valve located in the laundry room or under the sink in the bathroom
4. Notify the other units above and below of the problem and that the water has been shut off.
5. Call **Port Gardner Property Management to report Leak 425-339-1160**
Schumacher Leasing 206-715-9000 and/or Jeff 425-344-5905
6. Contact your insurance company to file claim

1. Contact a plumber to repair the leak
 - a. If the unit owner/tenant cannot be reached for access to the unit a locksmith will be contacted to gain access for the repairs.
2. Contact a contractor (if needed) to repair anything damaged during the repair of the water leak such as sheetrock
3. Make sure pictures are taken of any potential damages to the residence.
4. Work with homeowner insurance company to assess the responsibility of all charges.

If needed notify a fire and water damage restoration company to come immediately to assist with water remediation.

Water Shut off Locations for Front 9 Mukilteo

NOTE: - For repairs contact all tenants in building effected by water shut down

