

HOME RECORDS & EMERGENCY INFORMATION



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Current Homeowner's Information
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Deed and Title Information
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Seasonal Home Maintenance
Maintenance Log
Home Maintenance Guide

GENERAL
INFORMATION

Topics:
General Home Information

GENERAL HOME INFORMATION

GENERAL INFORMATION



Home Address



Year Built



Date Purchased



Purchase Price



Square Footage



Lot Size



Number of Bedrooms



Number of Bathrooms



Number of Previous Owners

BLUEPRINT



Blueprint Type



Description



Location



Date Acquired

DEED AND TITLE INFORMATION



Original Deed



Copy of Deed



Title Transfer Documents



Date Acquired

HOMEOWNER ASSOCIATION



Fees



Payment Schedule

HOA Contact Information



Name



Phone



Email



Website



Address


NOTES


Three empty rounded rectangular boxes for notes.

FINANCE DETAILS

MORTGAGE DETAILS


 Lender


 Loan Number


 Type of Loan


 Interest Rate


 Term

 Monthly Payment


 Contact Information

 Name

 Phone

 Email


 Website


 Address


 Notes


PROPERTY TAXES


 Annual Tax Amount

 Payment Schedule


 Contact Information


 Name

 Phone

 Email


 Website


 Address

 Notes


HOMEOWNER ASSOCIATION


 HOA Fees

 HOA Payment Schedule

 HOA Payment Records

MORTGAGE DETAILS (REFINANCE)


 Lender


 Loan Number


 Type of Loan

 Interest Rate


 Term

 Monthly Payment


 Contact Information

 Name

 Phone

 Email

 Website

 Address

 Notes

NOTES

E M E R G E N C Y


Topics:


Emergency Contacts


Disaster Safety Plan


Emergency/Evacuation Checklist


EMERGENCY CONTACTS


 Name


 Phone


 Email


 Website


 Address


 Notes


 Name


 Phone


 Email


 Website


 Address


 Notes


 Name


 Phone


 Email


 Website


 Address

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 Notes

DISASTER SAFETY PLAN

 EARTHQUAKE

 HURRICANE

 TORNADO

 FLOOD

 WILDFIRES

MEETING AREA

WHAT TO DO










WHAT YOU NEED

UTILITIES










Topics:
Utility Providers
Shutoff Information

UTILITY PROVIDERS










ELECTRICITY

 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password










SEWER

 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password










GAS










 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password

TRASH

 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password










WATER

 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password










 Company
 Account Number
 Monthly Payment Estimate
 Monthly Bill Date
 Phone
 Address
 Website
 Login Username
 Login Password

UTILITY PROVIDERS










INTERNET










-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password










PHONE










-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password

CABLE

-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password

-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password

-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password

-  Company
-  Account Number
-  Monthly Payment Estimate
-  Monthly Bill Date
-  Phone
-  Address
-  Website
-  Login Username
-  Login Password

ELECTRIC AND WATER SHUTOFF INFORMATION

MAIN WATER VALVE

ELECTRICITY PANEL

Location

Location

Instructions

Instructions

Notes/Additional Information


Notes/Additional Information

I N S U R A N C E


Topics:
Insurance Providers
Warranty Information

INSURANCE PROVIDERS


HOMEOWNERS INSURANCE

 Company


 Policy Number

 Renewal Date


 Phone

 Address


 Website

 Coverage Details


FLOOD INSURANCE

 Company


 Policy Number

 Renewal Date


 Phone


 Address


 Website


 Coverage Details


FIRE INSURANCE

 Company


 Policy Number

 Renewal Date

 Phone


 Address

 Website


 Coverage Details

EARTHQUAKE INSURANCE

 Company


 Policy Number


 Renewal Date

 Phone


 Address


 Website


 Coverage Details

 Company


 Policy Number

 Renewal Date

 Phone


 Address


 Website


 Coverage Details

 Company


 Policy Number

 Renewal Date

 Phone


 Address

 Website

 Coverage Details


HOME WARRANTIES

BASIC HOME WARRANTY


 Company

 Policy Number

 Coverage Limits

 Service Call Fee

 Coverage Period

 Phone


 Website

 Coverage Details

Electrical Systems
Plumbing Systems
Heating Systems
Water Heaters
Ductwork


 Contract Terms


APPLIANCE WARRANTY


 Company

 Policy Number


 Coverage Limits

 Service Call Fee


 Coverage Period

 Phone


 Website


 Coverage Details

Electrical Systems
Plumbing Systems
Heating Systems
Water Heaters
Ductwork


 Contract Terms


SYSTEMS WARRANTY


 Company

 Policy Number


 Coverage Limits

 Service Call Fee


 Coverage Period

 Phone


 Website


 Coverage Details

HVAC Systems
Electrical Systems
Plumbing Systems
Water Heaters


 Contract Terms


COMPREHENSIVE HOME WARRANTY


 Company

 Policy Number


 Coverage Limits

 Service Call Fee


 Coverage Period

 Phone




















 Website



























 Coverage Details

All Major Systems (HVAC, Electrical, Plumbing)
All Major Appliances (Refrigerators, Ovens, Dishwashers)
Additional Coverage Options (Garage Door Openers,
Ceiling Fans)

 Contract Terms

APPLIANCE WARRANTIES

APPLIANCE	APPLIANCE
 Brand	 Brand
 Model Number	 Model Number
 Serial Number	 Serial Number
 Purchase Date	 Purchase Date
 Purchase Price	 Purchase Price
 Purchased From	 Purchased From
 Store Contact	 Store Contact
Appliance Warranty	Appliance Warranty
 Warranty Provider	 Warranty Provider
 Warranty Period	 Warranty Period
 Warranty Start Date	 Warranty Start Date
 Warranty Expiration Date	 Warranty Expiration Date
 Service Contact	 Service Contact
 Maintenance and Service Records Date of Service: Service Performed: Service Provider: Cost:	 Maintenance and Service Records Date of Service: Service Performed: Service Provider: Cost:

APPLIANCE	APPLIANCE
 Brand	 Brand
 Model Number	 Model Number
 Serial Number	 Serial Number
 Purchase Date	 Purchase Date
 Purchase Price	 Purchase Price
 Purchased From	 Purchased From
 Store Contact	 Store Contact
Appliance Warranty	Appliance Warranty
 Warranty Provider	 Warranty Provider
 Warranty Period	 Warranty Period
 Warranty Start Date	 Warranty Start Date
 Warranty Expiration Date	 Warranty Expiration Date
 Service Contact	 Service Contact
 Maintenance and Service Records Date of Service: Service Performed: Service Provider: Cost:	 Maintenance and Service Records Date of Service: Service Performed: Service Provider: Cost:

M A I N T E N A N C E

Topics:
Maintenance To-Do List
Seasonal Home Maintenance
Home Maintenance Guides

SEASONAL HOME MAINTENANCE SCHEDULE

 WINTER

 SPRING

 SUMMER

 FALL

KITCHEN

BATHROOM

UTILITY
AREA

ATTIC

BEDROOM &
LIVING ROOM

OTHER

OTHER

HOME MAINTENANCE GUIDE

INTERIOR

MONTHLY TASKS

- Test Smoke and Carbon Monoxide Detectors: Replace batteries if needed and ensure functionality.
- Check HVAC Filters: Inspect filters for dirt and replace or clean as necessary.
- Inspect Plumbing for Leaks: Check under sinks and around toilets for water damage or leaks.
- Clean Garbage Disposal: Run with ice cubes and lemon slices to clean and deodorize.
- Inspect Fire Extinguishers: Ensure they are accessible and fully charged; replace if expired.
- Vacuum Refrigerator Coils: Clean coils to ensure efficient operation.
- Clean Range Hood Filters: Wash filters in warm, soapy water or replace if necessary.
- Test Door and Window Locks: Ensure all locks function properly and lubricate if necessary.

QUARTERLY TASKS

- Inspect and Clean Dryer Vent: Remove lint from the vent and exhaust duct.
- Check and Tighten Loose Hardware: Inspect door knobs, cabinet handles, and drawer pulls.
- Inspect Caulking in Bathrooms and Kitchen: Look for cracks or gaps and reapply if necessary.
- Test GFCI Outlets: Press the "test" button to ensure proper operation.
- Deep Clean Carpets and Rugs: Vacuum thoroughly and spot clean as needed.
- Check Water Softener: Inspect salt levels and add salt if necessary.
- Inspect Attic and Basement: Check for moisture, mold, or pests; ensure proper ventilation.

BIANNUAL TASKS

- Check Water Heater: Inspect for leaks and corrosion; drain a few gallons to remove sediment.
- Test Garage Door Safety Features: Inspect automatic reversal and sensor functions.
- Clean Windows and Inspect Seals: Wash windows inside and out; check for cracks or gaps.
- Replace HVAC Filters: Replace filters even if they don't look dirty; consider upgrading.
- Inspect and Clean Bathroom Exhaust Fans: Clean fan blades and motor; ensure proper venting.
- Inspect Weatherstripping: Check around doors and windows for gaps; replace if needed.

ANNUAL TASKS

- Schedule HVAC Service: Have a professional inspect and service heating and cooling systems.
- Inspect Chimney and Fireplace: Have chimney cleaned and inspected professionally.
- Test Home Security System: Ensure all sensors and alarms are functioning; replace batteries if needed.
- Flush and Inspect Water Heater: Fully flush to remove sediment; inspect anode rod.
- Inspect and Clean Gutters and Downspouts: Clean out debris and ensure proper drainage.
- Repaint or Touch-Up Interior Walls: Inspect walls for chips, stains, or scuffs; touch up or repaint.
- Check Electrical System: Inspect breaker panel

EXTERIOR

MONTHLY TASKS

- Inspect Exterior Doors and Windows: Check for drafts, gaps, and ensure weatherstripping is intact.
- Check Exterior Lighting: Test outdoor lights and replace any burnt-out bulbs.
- Inspect Driveways and Walkways: Look for cracks or uneven surfaces; address as needed.
- Inspect and Clean Gutters and Downspouts: Remove debris and check for proper drainage.

QUARTERLY TASKS

- Clean and Inspect Siding: Wash siding and check for damage.
- Inspect Roof and Chimney: Look for damaged shingles and check chimney for cracks.
- Trim Trees and Shrubs: Keep branches away from the house and power lines.
- Check and Maintain Fencing: Inspect for loose or damaged sections.
- Inspect Outdoor Faucets and Sprinklers: Check for leaks and test functionality.
- Pressure Wash Driveways, Patios, and Decks: Clean surfaces and inspect for damage.
- Check and Clean Outdoor Furniture: Clean and inspect for wear; store or cover when not in use.

BIANNUAL TASKS

- Inspect Foundation: Look for cracks or moisture; address any issues.
- Check Roof Flashing and Seals: Inspect areas around chimneys and vents.
- Test Garage Door and Safety Features: Inspect and lubricate moving parts; test safety sensors.
- Clean and Inspect Gutters and Downspouts: Perform thorough cleaning in spring and fall.
- Inspect and Clean Deck or Patio: Check for loose boards; reapply sealant if needed.
- Inspect and Maintain HVAC Outdoor Unit: Clear debris, clean fins, and ensure the unit is level.

ANNUAL TASKS

- Schedule Roof Inspection: Have a professional check for damage or wear.
- Inspect and Seal Driveways and Walkways: Repair cracks and apply sealant.
- Clean and Inspect Gutters and Downspouts: Deep clean after fall; inspect for damage.
- Inspect and Paint Exterior Trim and Siding: Repaint or touch up as needed.
- Winterize Outdoor Faucets and Irrigation Systems: Drain faucets and winterize irrigation.
- Inspect and Maintain Chimney: Have it cleaned and inspected professionally.
- Clean and Inspect Windows: Wash and check seals and caulking; repair damaged screens.
- Inspect and Maintain Exterior Doors: Check for drafts; lubricate hinges and locks.
- Inspect Attic Ventilation: Ensure vents are clear and functioning.
- Prepare for Seasonal Changes: Inspect storm windows and doors; prepare tools for winter.