# HOME MAINTENANCE & IMPORTANT PAPERS

A simple way to keep your home information organized and easy to find.

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# HOME AT A GLANCE

## HOMEOWNER INFORMATION

Homeowner name(s):

Home address:

Phone:

Email:

Home model:

Serial/VIN:

Year purchased:

Move-in date:

Home center/dealer:

## HOME DOCUMENTS

- ○ Home purchase documents
- ○ Home model and serial/VIN information
- ○ Manufacturer information
- ○ Dealer/home center contact information
- ○ Installation/set-up information
- ○ Site address and lot information
- ○ Utility account information
- ○ HOA/community contact information, if applicable

### CAVCO TIP

**Keep this binder in an easy-to-find location. Use it to track routine maintenance, store important home documents, record repairs and keep warranties, receipts and service information together.**

## UTILITY & SERVICE CONTACTS

| | |
|---|---|
| Electric: | Phone: |
| Water: | Phone: |
| Propane: | Phone: |
| Internet/Cable: | Phone: |
| Trash/Recycling: | Phone: |
| Pest Control: | Phone: |
| HVAC: | Phone: |
| Plumbing: | Phone: |
| Electrical: | Phone: |
| Other: | Phone: |

# 2. ROUTINE MAINTENANCE

Use this section as a quick reference for recurring maintenance. Follow the maintenance instructions and recommendations provided with your home and its individual systems and appliances.

## MONTHLY

- ○ Test smoke alarms and carbon monoxide alarms
- ○ Check HVAC filters and replace or clean as recommended
- ○ Check faucets, toilets and visible plumbing for leaks
- ○ Look for signs of moisture or water intrusion
- ○ Check under sinks and around water heaters for leaks
- ○ Inspect doors and windows for drafts or damage
- ○ Check exterior areas for damage, debris or standing water

## EVERY 3–6 MONTHS

- ○ Inspect and clean range hood/filter as recommended
- ○ Clean dryer lint area and inspect the dryer vent
- ○ Inspect caulking around tubs, showers, sinks and countertops
- ○ Check plumbing fixtures and supply connections
- ○ Inspect skirting and exterior penetrations
- ○ Check gutters and downspouts, where applicable
- ○ Inspect HVAC system and schedule service as recommended

## ANNUALLY

- ○ Schedule professional HVAC inspection/service as recommended
- ○ Inspect roof and roof penetrations
- ○ Inspect exterior siding, trim and sealants
- ○ Inspect decks, steps, porches and railings
- ○ Check attic/crawlspace areas, where accessible
- ○ Review smoke and carbon monoxide alarm replacement dates
- ○ Review home insurance coverage and update records
- ○ Review warranties and service contracts
- ○ Update this binder with new receipts, repairs and documents

## NOTES

# 3. SEASONAL MAINTENANCE

## SPRING

- ○ Inspect roof and exterior after winter weather
- ○ Clean gutters and downspouts, where applicable
- ○ Check exterior caulking and sealants
- ○ Inspect screens, windows and doors
- ○ Service HVAC system as recommended
- ○ Check outdoor faucets and hoses for leaks
- ○ Inspect decks, steps and porches

## SUMMER

- ○ Check HVAC performance and filters
- ○ Keep outdoor drainage areas clear
- ○ Inspect exterior for moisture, cracking or damage
- ○ Check ceiling fans and ventilation
- ○ Monitor energy use and address unusual changes

## FALL

- ○ Clean gutters and downspouts, where applicable
- ○ Inspect roof and flashing
- ○ Service heating system as recommended
- ○ Replace or clean HVAC filters
- ○ Protect exterior plumbing from freezing temps
- ○ Check weatherstripping and exterior seals
- ○ Test smoke and carbon monoxide alarms

## WINTER

- ○ Monitor pipes and plumbing during freezing weather
- ○ Keep heat at a safe level when away from home
- ○ Watch for ice, snow or water buildup around the home
- ○ Check for drafts around doors and windows
- ○ Keep emergency supplies accessible

## NOTES

# 4. SYSTEMS & APPLIANCES

Record the make, model, serial number, purchase date and service information or major systems and appliances.

## HVAC / HEATING & COOLING

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## WATER HEATER

Make/Brand:

Model:

Serial Number

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## RANGE / OVEN

Make/Brand

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## REFRIGERATOR

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## DISHWASHER

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## WASHER

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## DRYER

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## MICROWAVE

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## SMOKE ALARMS

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

### CARBON MONOXIDE ALARMS

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

### OTHER

Make/Brand:

Model:

Serial Number:

Purchase/Install Date:

Warranty Expiration:

Service Provider / Phone:

## 5. WARRANTIES, RECEIPTS & SERVICE RECORDS

Keep copies of warranties, receipts and service records behind this checklist.

- ○ Home warranty / manufacturer warranty
- ○ Appliance warranties
- ○ HVAC warranty
- ○ Water heater warranty
- ○ Roofing information/warranty
- ○ Flooring information/warranty
- ○ Window and door warranties
- ○ Other product warranties
- ○ Major purchase receipts
- ○ Contractor invoices
- ○ Repair/service receipts
- ○ Inspection reports

**SERVICE & REPAIR LOG** Use one line for each repair or service visit.

| DATE | SYSTEM/ AREA | WORK PERFORMED | COMPANY/ TECHNICIAN | COST |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
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| | | | | |

# 6. IMPORTANT HOME PAPERS

Keep copies of important documents here and store originals securely when appropriate.

- ○ Purchase agreement / closing documents
- ○ Manufacturer Certificate of Origin or title documents, as applicable
- ○ Homeowner's insurance policy
- ○ Property tax records if applicable
- ○ Financing / loan documents
- ○ Warranty documents
- ○ Inspection reports
- ○ Survey / site plan, if applicable
- ○ Installation/set-up documents
- ○ Community / HOA documents, if applicable
- ○ Permits and approvals, if applicable
- ○ Utility information

# 7. EMERGENCY & SERVICE INFORMATION

## EMERGENCY CONTACTS

| | |
|---|---|
| Emergency Services: | Phone: |
| Home Insurance: | Phone: |
| Utility Emergency: | Phone: |
| Plumber: | Phone: |
| Electrician: | Phone: |
| HVAC: | Phone: |
| Other: | Phone: |

## HOME SHUT-OFF LOCATIONS

| |
|---|
| Main Water Shut-Off: |
| Main Electrical Panel: |
| Gas/Propane Shut-Off: |
| Water Heater Shut-Off: |
| Other: |

# 8. ANNUAL BINDER CHECK

Once a year, take a few minutes to make sure your home records are current.

- ○ Homeowner contact information is current
- ○ Insurance information is current
- ○ Warranty information is current
- ○ Appliance and system records are complete
- ○ Service and repair records are up to date
- ○ Important documents are filed
- ○ Emergency contact information is current
- ○ Home shut-off locations are documented
- ○ Old documents have been removed or archived
- ○ New receipts and warranties have been added

## LAST REVIEWED

Date:

Reviewed By:

Updates Made:

Date:

Reviewed By:

Updates Made:

Date:

Reviewed By:

Updates Made:

Date:

Reviewed By:

Updates Made: