

Maintenance of House

Roof: Year built? _____ **Roof replaced?** _____ **Year?** _____

Roofers to call: _____

Any notes regarding roof? _____

Exterior Wall: Most Recent Paint Job? _____

Who was the Painter? _____ Phone: _____

Is a Permit Needed? _____ From HOA or City? _____

What Color was used? _____

Any notes regarding painting exterior? _____

Interior Painting: Most Recent Paint Job? _____

Who was the Painter? _____ Phone: _____

What Color was used? _____

Any notes regarding painting exterior? _____

Walkways, Bricks, Patio or Sidewalk:

Notes to Maintain?

AC: How many units? _____ **Years replaced?** _____ **Fixed?** _____

Who do you call to fix AC? _____

How often to change filter? _____

Notes regarding AC unit(s) _____

AC Ducts: How often to clean? _____

Who to call? _____

Notes regarding AC Ducts? _____

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Dryer Duct: How often to clean? _____

Who to call? _____

Hot Water Heater: How often to clean? _____

Who to call? _____

Notes: _____

Bathroom Exhaust Fans:

Notes: _____

Pest Control: How often to Spray: Outside? _____ Inside? _____

Who to call? _____

Notes: _____

Termite company? _____

Gardener and Lawn Service:

How often does Gardener trim vegetation? _____

Who to Call? _____

How often does Lawn Maintenance company cut the grass? _____

Who to Call? _____

Payment notes:

HOA or Condo Association? Name: _____

Who to Call/Numbers: _____

Cable/Dish or Direct TV information: _____

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Annual Service Contracts: For What and With Whom? _____

The contracts can be found here: (safe/kitchen drawer...)_____

Alarm Security Details: _____

Appliances (refrigerators/washer/dryer/dishwasher, etc....)

Replacement dates and warranties? Where are manuals or warranties located?

1. _____
2. _____
3. _____
4. _____

Homeowner's Insurance Company/Contact and Policy number:

Plumber/Electrician contacts and any relevant notes:

Who has spare keys to the house?

Names: _____ Names: _____

Phone Numbers: _____ Phone Number: _____

HVAC? Contact if we have an HVAC System: _____

Helpful Neighbors? Names: _____ Phone _____

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