Your First Year in This Home

A welcome kit for new homeowners

Congratulations on your new home! The first year is when you learn the house — where everything is and what needs attention. This kit keeps it all in one place: a maintenance calendar, a warranty log, your utility contacts, and a get-to-know-your-home checklist. Keep it handy. — Anna

Seasonal Home-Maintenance Calendar

Check off each task as you go. A little upkeep each month beats a big repair bill later.

Month	Key tasks
☐ **January**	Replace furnace filter. Check pipes for freezing. Test smoke and CO detectors.
☐ **February**	Watch for ice dams. Clean range-hood filter. Restock emergency kit.
☐ **March**	Spring HVAC tune-up. Clean dryer vent. Test sump pump before rains.
☐ **April**	Clean gutters and downspouts. Inspect roof. Fertilize lawn. Open outdoor faucets.
☐ **May**	Service A/C, replace filter. Wash windows. Check caulk and weatherstripping.
☐ **June**	Vacuum fridge coils. Check deck for loose boards. Trim branches off the house.
☐ **July**	Check sprinklers. Tidy the garage. Test GFCI outlets.
☐ **August**	Check attic for pests or heat damage. Deep-clean kitchen exhaust.
☐ **September**	Fall furnace tune-up. Clean gutters. Inspect chimney before first fire.
☐ **October**	Drain and shut off outdoor faucets. Rake leaves. Cover the A/C unit.
☐ **November**	Reverse ceiling fans. Test detectors. Final gutter cleaning.
☐ **December**	Insulate exposed pipes. Check attic insulation. Inspect holiday lights.

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Warranty & Service Log

Write down every warranty, appliance, and service contract the day you move in. When something breaks, you will know exactly who to call — and whether it is covered.

Item	Warranty provider / manufacturer	Phone	Expires	Last service / notes
HVAC system (furnace / A/C)				
Water heater				
Roof				
Refrigerator				
Dishwasher				
Washer and dryer				
Garage door opener				
Home warranty plan				
_____				
_____				

Tip: Snap a photo of every model and serial-number plate while you are filling this in. It saves a trip to the basement when you call for service.

Tip: If the seller left a home warranty, file the paperwork before anything breaks — most plans have a 30-day waiting period.

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Utility & Service Contacts

Call these before moving day so the lights, water, and internet are on when you arrive.

Service	Provider	Phone	Account #	Start date
Electric				
Natural gas				
Water				
Sewer				
Trash / recycling				
Internet				
Cable / streaming				
Home security				
HOA / management				

Call Before You Move In

- ☐ Transfer electric service into your name (schedule the start date).
- ☐ Transfer gas service into your name.
- ☐ Set up the water / sewer account.
- ☐ Schedule trash and recycling pickup — ask which day is yours.
- ☐ Set up internet — book the install 1–2 weeks ahead; slots fill up.
- ☐ Update your address: USPS, bank, insurance, voter registration, DMV.
- ☐ Rekey or replace all exterior door locks on day one.
- ☐ Test every smoke and CO detector; replace batteries.
- ☐ Confirm your first mail delivery date and mailbox location.
- ☐ Say hello to a neighbor — they know which plumber to call.

Tip: Internet installs are the longest lead time on this list. Book it the week you close.

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Know Your Home

Walk the house once and fill this in. In an emergency — water pouring, smell of gas, breaker tripped — you will not be guessing.

Water

☐ Main water shutoff is located: _____

☐ Shutoff type: ☐ Ball valve (lever) ☐ Gate valve (round handle)

☐ Water heater location: _____ Fuel: ☐ Gas ☐ Electric Age: _____

☐ Sump pump: ☐ Yes ☐ No Location: _____

☐ Main sewer cleanout location: _____

☐ Exterior hose-bib shutoff location: _____

Power & heat

☐ Breaker box location: _____ Main breaker labeled: ☐ Yes ☐ No

☐ Furnace / A/C age: _____ Last serviced: _____ Filter size: _____

☐ Change the HVAC filter every: _____ months

☐ Thermostat location: _____ Model: _____

Gas

☐ Main gas shutoff location: _____ Wrench stored nearby: ☐ Yes ☐ No

☐ Gas appliances in the home: _____

Safety

☐ Smoke detectors — locations: _____

☐ CO detectors — locations: _____

☐ Fire extinguisher location: _____ Expiry: _____

☐ Attic access: _____ Crawlspace access: _____

Emergency numbers — write these on the fridge too

☐ Plumber: _____ Phone: _____

☐ Electrician: _____ Phone: _____

☐ HVAC technician: _____ Phone: _____

☐ Anna Reyes — Maple Street Realty: _____ Phone: _____

Buying or selling again someday? I would love to help. — Anna Reyes, (555) 014-2287

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