

HomeSavvy

Know your home. Care for it with confidence.

Prepared for This Home:

Name: _____

Phone: _____

Email: _____

Know Your Home

Owning a home doesn't come with a manual. It should.

Use this guide to:

- Understand your home
- Stay ahead of problems
- Know when to call a professional

New Homeowner Checklist

Day 1

- Confirm utilities are active (electric, gas, water, internet)
- Test lights, outlets, and major appliances
- Locate and label your electrical panel
- Find your main water shutoff
- Check for visible leaks under sinks and around toilets
- Walk the exterior and look for obvious damage or drainage issues

Week 1

- Rekey or replace exterior door locks
- Test smoke and carbon monoxide detectors
- Check HVAC system and replace air filter if needed
- Learn thermostat settings and system basics
- Identify attic, crawlspace, and access points
- Start a running list of repairs or upgrades

First Month

- Set reminders for ongoing maintenance (filters, seasonal checks, etc.)
- Review homeowner's insurance coverage
- Organize important documents (inspection, warranties, receipts)
- Learn how to shut off water, gas, and power in an emergency
- Walk the home again and note any changes or new concerns

Organize Your Home Info

Your Home Systems

Fill this out once so you always know where everything is.

Key Systems & Shutoffs

Main Water Shutoff Location: _____

Gas Shutoff Location (if applicable): _____

Electrical Panel Location: _____

Key Breakers (HVAC, Kitchen, Water Heater): _____

HVAC System Location: _____

Water Heater Location: _____

Appliances & Equipment

Water Heater Type: _____

Furnace / AC Unit Details: _____

Filter Sizes (HVAC, Refrigerator, etc.): _____

Major Appliance Brands & Models: _____

Home Information & Records

Emergency Contacts

Plumber: _____

Electrician: _____

HVAC Technician: _____

Handyman: _____

Other: _____

Important Documents

Inspection Report Location: _____

Warranties: _____

Manuals & Receipts: _____

Insurance Information: _____

Permits (if applicable): _____

Maintenance Log

Date: _____ Service / Notes: _____

Roof & Gutters

What to Watch For

- Visible leaks or water stains on ceilings or walls
- Sagging gutters or improper drainage
- Missing shingles or storm damage
- Signs of wear or deterioration

Preventative Maintenance

- Remove debris from gutters after major storms
- Clean gutters and downspouts in spring and fall
- Check for proper drainage after heavy rain
- Inspect roof from the ground in spring and fall

When to Call a Professional

- Active leaks or water intrusion
- Significant roof damage or missing shingles
- Persistent drainage issues
- Structural concerns or sagging areas

Recommended Professional

Company: _____

Phone: _____

HVAC

What to Watch For

- Weak airflow or uneven temperatures
- Unusual noises or vibrations
- Sudden increases in energy bills
- System not turning on or running constantly

Preventative Maintenance

- Replace or clean air filters every 1–2 months
- Keep vents and registers clear at all times
- Check thermostat settings at the start of each season
- Replace thermostat batteries once per year
- Clean the outdoor unit every 6 months (remove debris and rinse gently)

When to Call a Professional

- System is not heating or cooling properly
- Strange smells (burning, musty, or gas odors)
- Frequent cycling on and off
- Ice buildup on coils or refrigerant lines

Recommended Professional

Company: _____

Phone: _____

Plumbing

What to Watch For

- Water stains, damp areas, or unexplained moisture
- Slow drains or frequent clogs
- Low water pressure
- Unusual sounds in pipes

Preventative Maintenance

- Check under sinks and around fixtures once per month
- Use drain strainers at all times
- Flush drains with hot water once per month
- Inspect exposed pipes every 3–6 months
- Locate and test your main water shutoff once per year

When to Call a Professional

- Persistent leaks or water damage
- Sewage smells or backup issues
- Burst pipes or major water loss
- Significant drop in water pressure

Recommended Professional

Company: _____

Phone: _____

Electrical

What to Watch For

- Flickering or dimming lights
- Frequent breaker trips
- Warm or discolored outlets and switches
- Buzzing sounds or burning smells

Preventative Maintenance

- Test and reset GFCI outlets once per month
- Replace light bulbs and check fixtures as needed
- Avoid plugging multiple high-load devices into the same outlet
- Inspect visible outlets and switches for damage every 3–6 months
- Keep the electrical panel area clear at all times

When to Call a Professional

- Breakers trip repeatedly or will not reset
- Burning smells or visible sparks
- Outlets or switches stop working
- You need new circuits or major electrical work

Recommended Professional

Company: _____

Phone: _____

Appliances

What to Watch For

- Appliances not performing as expected
- Unusual noises or vibrations
- Water leaks around appliances
- Increased energy usage

Preventative Maintenance

- Clean filters, coils, and vents every 3–6 months
- Check hoses and connections for leaks every 3–6 months
- Replace water filters based on manufacturer recommendations (typically every 3–6 months)
- Avoid overloading appliances during regular use
- Inspect appliance seals and gaskets every 6–12 months

When to Call a Professional

- Appliance stops working completely
- Electrical or mechanical issues
- Persistent leaks or unusual behavior
- Repairs beyond basic maintenance

Recommended Professional

Company: _____

Phone: _____

Doors, Windows & Exterior

What to Watch For

- Drafts or temperature differences near doors and windows
- Water intrusion, staining, or moisture around frames
- Difficulty opening, closing, or locking
- Visible damage, warping, or deteriorating seals

Preventative Maintenance

- Check weatherstripping and seals every 6 months
- Inspect and tighten door hardware once per year
- Clean tracks and ensure smooth operation every 3–6 months
- Inspect caulking and reseal gaps every 6–12 months
- Check for drafts at the start of each season

When to Call a Professional

- Doors or windows are misaligned or not sealing properly
- Persistent drafts or water leaks
- Broken glass, damaged frames, or structural issues
- Locking mechanisms fail or do not function properly

Recommended Professional

Company: _____

Phone: _____

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If you need help with your home, reach out anytime.

Name: _____

Phone: _____

Email: _____

Visit for more guidance:

[homesavvyhq.com](https://www.homesavvyhq.com) — ADD QR CODE — <https://www.qr-code-generator.com/>