



The Framework to Project Success

Section 8.2 – New Homeowner Cheat Sheet

Physical Move-In Tasks

- **Do a Final Walk Through with Your Builder**
 - Before you move in any furniture, schedule a final inspection with your builder.
 - Test appliances, open windows and all the cabinet drawers, turn lights off and on, and look for minor damages
 - Have your builder create and sign a final punch list.
 - Think of this as starting your warranty work right away.
- **Change Locks and Door Codes**
 - Your builder should be the only one with keys and codes, but you'll want to ask to verify this.
 - Changing codes is easy, but it might be worth the piece of mind to change your locks as well.
- **Check Emergency Systems**
 - Even though this should all have been done, test smoke and carbon monoxide detectors.
 - Locate circuit breakers, water shutoff valves, and gas shutoffs, so you know where to find them before you need to find them.

Administrative Tasks

- **Organize your Warranty Documents**
 - Ask for a detailed copy of the warranty terms. This should include coverage timeframes, details, and limitations.
 - Make sure this includes a description of the claim process and contact info.
- **Register for Manufacturer Warranties**
 - Each of your appliances should come with an instruction and warranty manual. These list the make and model of each piece of equipment and include contact information for the manufacturer.

- You should also get this information for other equipment such as boilers, furnaces, and fireplaces.
- Also get the contact information of the major subcontractors that worked on your project. Specifically the electrician, plumber, and HVAC companies.
 - If there is an emergency, like a water leak, you should contact the relevant trade directly.
- **Update Your Address**
 - Do this with the U.S. Postal Service as well as all your important accounts such as...
 - Bank
 - Credit Cards
 - Car Insurance
 - Subscriptions
 - Online Shipping Services

Insurance and Utilities

- **Homeowners Insurance**
 - Appliances, fireplaces, windows and other products often come with separate warranties directly with the manufacturer.
 - They can cover repairs and replacements due to defective products and can outlast the builder's warranty.
- **Setting Up Utilities**
 - Utilities are bundled differently depending on your area. Some services may transfer automatically from your builder, but others will require account setup.
 - Electricity
 - Gas
 - Water and Sewer
 - Trash and Recycling
 - Internet
- **Title Verification and Recording the Deed**
 - Confirm you have a title insurance policy. This is usually secured during closing and protects you against any legal challenges to your property.
 - Register your new home with the local tax authority.

First-Year Maintenance Checklist & Timeline

- **Immediately**
 - Replace furnace filters
 - Flush hot water heater to remove sediment

- **Monthly**

- Test smoke and CO detectors
- Clean kitchen exhaust fans and vents
- Vacuum heat registers and vents
- Check furnace filters

- **6 Months**

- Test GFCI outlets
- Clear out gutters and downspouts
- Clean outdoor lights
- Check for pests in crawl spaces and around the foundation
- Clean around refrigerator and freezer coils
- Inspect washing machine hoses

- **1 Year**

- Replace furnace filters
- Inspect chimney and fireplace (if applicable)
- Clean Dryer Vent
- Inspect window and doors to check seals and weatherstripping
- Flush hot water heater to drain sediment

This is it. You are ready to build your dream home. We thank you for making to the end. We know that if you implement the strategies shared throughout this Framework you will have a less stressful home building experience. Go forth with confidence and build!
