



**HOME
OWNER'S** *planner*

property info

ATTACH PHOTO

PROPERTY LOCATION

PURCHASE INFO	INSURANCE INFO
Price:	Company:
Interest Rate:	Agent:
Mortgage Servicer	Phone:
Pay-off Date:	Email:
NOTES	Policy #:
	Effective date:
	Premium:
	Deductible:

appliance information

APPLIANCE	
Brand:	Model:
Serial Number:	Warranty:
Date of Purchase:	Installation:
Purchased From:	Contact No:

DATE	SERVICE / REPAIR INFORMATION	REMARKS

APPLIANCE	
Brand:	Model:
Serial Number:	Warranty:
Date of Purchase:	Installation:
Purchased From:	Contact No:

DATE	SERVICE / REPAIR INFORMATION	REMARKS

indoor maintenance checklist

- Check grout in kitchen tiles
- Check grout in bathroom tiles
- Check for signs of leaks under sinks
- Check for signs of leaks on ceilings
- Dust blinds
- Vacuum curtains
- Clean kitchen cabinets
- Clean bathroom cabinets
- Check the weather stripping around doors and windows
- Check faucets for drips
- Drain the boiler to clear out any accumulated sediment
- Check chimneys for build-up
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outdoor maintenance checklist

- Trim trees and bushes away from the house
- Check the roof for signs of loose or broken shingles
- Clean out gutters
- Check exterior drainage
- Inspect exterior walls for cracks and damage
- Look for signs of peeling or chipping paint
- Remove storm windows
- Clean or pressure-wash house siding
- Clean exterior light fixtures and replace bulbs
- Clean deck and apply sealant
- Clean the grill
- Clean and organize the garage and shed

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general maintenance log

JOB:

DATE: / /

JOB:

DATE: / /

JOB:

DATE: / /

maintenance contacts

EXPERTISE:	
COMPANY:	NOTES
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

EXPERTISE:	
COMPANY:	NOTES
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EXPERTISE:	
COMPANY:	NOTES
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

important contacts

TYPE	COMPANY	PHONE	EMAIL/WEBSITE
Police			
Fire Station			
Trash Removal			
Recycling			
Cable			
Homeowners Association			
Town Admin			
Electrician			
Plumber			
HVAC			
Roofer			
Handyman			
Lawncare			
Sprinkler System			
Pool			
Landscape			
Windows			
Home Security System			

location log

WATER HEATER

location photo or description

HVAC UNITS

location photo or description

MAIN WATER VALVE

location photo or description

GAS METER

location photo or description

SPRINKLER CONTROLS

location photo or description

SMOKE DETECTORS

location photo or description

location log

CO DETECTORS

location photo or description

FIRE EXTINGUISHERS

location photo or description

ATTIC ENTRANCES

location photo or description

SUMP PUMPS

location photo or description

THERMOSTATS

location photo or description

HOME SECURITY PANEL

location photo or description

location log

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hvac filter log

✓	DATE	FILTER DESCRIPTION	REMARKS
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pest control log

ROOM / SPACE	PROBLEM	DATE	TREATMENT	RESULTS
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warranty tracker

ITEM:	
Model:	NOTES
Year Produced:	
Life Expectancy:	
Warranty:	
Cost to Replace:	

ITEM:	
Model:	NOTES
Year Produced:	
Life Expectancy:	
Warranty:	
Cost to Replace:	

ITEM:	
Model:	NOTES
Year Produced:	
Life Expectancy:	
Warranty:	
Cost to Replace:	

ITEM:	
Model:	NOTES
Year Produced:	
Life Expectancy:	
Warranty:	
Cost to Replace:	

paint tracker

COLOR SAMPLE	Room:
	Color Name:
	Brand Name:
	SHEEN <input type="checkbox"/> Flat <input type="checkbox"/> Satin <input type="checkbox"/> Matte <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Eggshell <input type="checkbox"/> High gloss <input type="checkbox"/> _____

COLOR SAMPLE	Room:
	Color Name:
	Brand Name:
	SHEEN <input type="checkbox"/> Flat <input type="checkbox"/> Satin <input type="checkbox"/> Matte <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Eggshell <input type="checkbox"/> High gloss <input type="checkbox"/> _____

COLOR SAMPLE	Room:
	Color Name:
	Brand Name:
	SHEEN <input type="checkbox"/> Flat <input type="checkbox"/> Satin <input type="checkbox"/> Matte <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Eggshell <input type="checkbox"/> High gloss <input type="checkbox"/> _____

product sourcing

ITEM:

BUDGET: \$

FEATURES: _____

STORE OPTION	DESCRIPTION	PRICE

ITEM:

BUDGET: \$

FEATURES: _____

STORE OPTION	DESCRIPTION	PRICE

ITEM:

BUDGET: \$

FEATURES: _____

STORE OPTION	DESCRIPTION	PRICE

space info

ROOM / SPACE

DIMENSIONS

	LENGTH	WIDTH	HEIGHT
Whole Room			
Door 1			
Door 2			
Window 1			
Window 2			

FURNISHINGS AND APPLIANCES

ATTACH PHOTO

ITEM	BRAND / MODEL

diy project tracker

PROJECT NAME _____

PROGRESS



NOTES

INSPIRATION

INSPIRATION

A large rectangular area filled with a light gray dot grid pattern.

TASK CHECKLIST

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project to do list

✓	PROJECT	BUDGET	DATE
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project mood board



renovation list

FURNITURE

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LIGHTING AND ACCESSORIES

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COLOR SCHEME

COLOR SAMPLE	MAIN COLOR	
	SHEEN	NOTES
	<input type="checkbox"/> Flat <input type="checkbox"/> Satin <input type="checkbox"/> Matte <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Eggshell <input type="checkbox"/> High gloss <input type="checkbox"/> _____	

COLOR SAMPLE	MAIN COLOR	
	SHEEN	NOTES
	<input type="checkbox"/> Flat <input type="checkbox"/> Satin <input type="checkbox"/> Matte <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Eggshell <input type="checkbox"/> High gloss <input type="checkbox"/> _____	

space renovation

ROOM / SPACE:

BUDGET: \$

ROOM SIZE:

TARGET FINISH DATE:

INSPIRATIONS AND IDEAS

Attach Photos Here

ROOM PURPOSE AND FUNCTION

<input type="checkbox"/>	
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IMPROVEMENTS

<input type="checkbox"/>	
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THEMES AND STYLES

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|---|--|
| <input type="checkbox"/> Contemporary | <input type="checkbox"/> Boho |
| <input type="checkbox"/> Asian-Inspired | <input type="checkbox"/> Mediterranean |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Eccentric |
| <input type="checkbox"/> Rustic | <input type="checkbox"/> Chalet |
| <input type="checkbox"/> Retro | <input type="checkbox"/> Country |
| <input type="checkbox"/> Pastel | <input type="checkbox"/> Modern |
| <input type="checkbox"/> Scandinavian | <input type="checkbox"/> Vintage |
| <input type="checkbox"/> Modern | <input type="checkbox"/> Minimalistic |
| <input type="checkbox"/> Mid-Century | <input type="checkbox"/> Chic |

renovation mood board



renovation wish list

ITEM	DESCRIPTION	QTY	PLACE TO BUY	PRICE	WARRANTY	AMOUNT

daily chores schedule

MONDAY

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TUESDAY

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FRIDAY

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chores tracker

DATE	CHORE	PERSON-IN-CHARGE	REMARKS
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chores tracker

WEEK:

WASH THE DISHES

MON TUE WED THU FRI SAT SUN

THROW THE TRASH

MON TUE WED THU FRI SAT SUN

DO ONE LOAD OF LAUNDRY

MON TUE WED THU FRI SAT SUN

CLEAN THE KITCHEN TOP

MON TUE WED THU FRI SAT SUN

VACUUM

MON TUE WED THU FRI SAT SUN

SWEEP

MON TUE WED THU FRI SAT SUN

MOP THE FLOOR

MON TUE WED THU FRI SAT SUN

PICK-UP CLUTTER

MON TUE WED THU FRI SAT SUN

SETTING THE TABLE

MON TUE WED THU FRI SAT SUN

COOKING FOOD

MON TUE WED THU FRI SAT SUN

CLEAN YARD

MON TUE WED THU FRI SAT SUN

DECLUTTER TABLETOPS

MON TUE WED THU FRI SAT SUN

FEED PETS

MON TUE WED THU FRI SAT SUN

CLEAN PETS' LITTER BOX

MON TUE WED THU FRI SAT SUN

chores tracker

WEEK:

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monthly checklist

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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monthly checklist

JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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space decluttering

ROOM / SPACE

ITEM	REMARKS	NOTES
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closet decluttering

CLOSET OWNER

CLOTHING	REMARKS	NOTES
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	<ul style="list-style-type: none"><input type="checkbox"/> Fix<input type="checkbox"/> Replace<input type="checkbox"/> Sell<input type="checkbox"/> Donate<input type="checkbox"/> Discard	

SPRING maintenance checklist

- Rake up any remaining leaves that survived the winter
- Lay down mulch in flowerbeds and beneath the hedges
- Fill in bald patches of lawn before the summer heat
- Drain the fuel or add a stabilizer to the snowblower
- Check the roof for signs of loose or broken shingles
- Drain the boiler to clear out any accumulated sediment
- Check the sump pump to make sure it's draining properly
- Check the smoke alarm and carbon monoxide detectors
- Look for signs of peeling or chipping paint
- Pull out any leaves or debris from between the deck boards
- Look for signs of cracked wood and loose nails in the deck

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SPRING maintenance checklist

- Plant the perennials, if needed
- Mow the lawn
- Store the snowblower
- Turn the outside faucets back on
- Inspect trees by a certified arborist
- Reseed the lawn
- Take the storm windows off
- Wash the windows, inside and out
- Sweep patios or decks clean
- Treat the pool water
- Touch-up exterior paint or apply a fresh coat

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SUMMER maintenance checklist

- Set your mower on the highest setting
- Dig up the weeds
- Water the plants and deadhead flowers
- Check the sprinkler system
- Skim the surface of the pool to keep leaves and debris out of the water
- Check the attic for unwanted animals
- Check your disaster supply kit
- Reverse the setting on ceiling fans to counterclockwise
- Check the weather stripping around doors and windows
- Cover windows that receive morning or afternoon sun with drapes
- Establish a family emergency plan

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AUTUMN maintenance checklist

- Plant perennials, if needed
- Plant trees and shrubs
- Reseed your lawn
- Give new plants plenty of water
- Rake falling leaves
- Call the gutter company to get gutters cleaned and inspected
- Drain and shut off outdoor faucets
- Roll up your hoses, and store them for winter
- Shut the sprinkler system for winter
- Stock up on seasoned firewood
- Cover the wood with plastic sheeting
- Clean, close and cover your pool for winter
- Get your furnace and ductwork serviced
- Check and replace air filters, as necessary
- Test your thermostat to make sure it works properly
- Make sure heating vents are open and nothing is blocking them
- Check windows and doors for drafts
- Caulk door and window frames where necessary
- Check all smoke and carbon monoxide detectors, replace batteries if needed

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WINTER maintenance checklist

- Bring out the snowblower
- Send the snow blower to a small-engine repair company for a tune-up
- Make sure to have gasoline and motor oil
- Stock up on ice melt
- Inspect the exterior of your home regularly for signs of ice dams
- Look for icicles
- Purchase a roof rake
- Check and change filters on your heating system
- Keep an eye on the water levels in your boiler
- Shut off and drain outdoor faucets before the cold weather hits
- Insulate pipes where you can
- Keep the cabinets below sinks open to let warm air in
- Run the faucet at a drip to keep water moving
- Power up the generator
- Stock up on wood for the fireplace
- Check your emergency supply kit

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space maintenance checklist

LIVING ROOM

KITCHEN

BATHROOM

BEDROOM

space maintenance checklist

GARAGE

HALLS

YARD

OTHER

YEARLY maintenance checklist

JANUARY

- Check gutters for ice dams or icicles
- Inspect fire extinguishers
- Clean behind fridge and stove
- Change HVAC filter
- Deep clean oven
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FEBRUARY

- Check caulking in bathroom and kitchen
- Test smoke detectors
- Check whole-house humidifier
- Ensure outside railings steps are secured
- Check and clean range hood filter
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MARCH

- Trim trees away from the house
- Touch up exterior paint as needed
- Spring cleaning - purge and declutter
- Check gutter downspouts
- Replace batteries in smoke detectors
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APRIL

- Have air conditioner serviced
- Check for proper grading around the exterior
- Test garage door auto-reverse
- Clean gutters of leaves and debris
- Check brock, siding and exterior
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YEARLY maintenance checklist

MAY

- Have septic system cleaned and serviced
- Clean deck, siding and outdoor areas
- Reseal or stain deck
- Switch ceiling fans to counterclockwise
- Run water and flush toilet in bathrooms

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JUNE

- Clean garbage disposal
- Check the basement for water intrusion
- Defrost freezer and refrigerator
- Vacuum registers and vents
- Clean inside and outside windows

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JULY

- Tighten loose handles or doorknobs
- Check driveway for any cracks
- Flush out water heater
- Test GFCI outlets
- Inspect the roof for repairs

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AUGUST

- Clean gutters of leaves and debris
- Test sump pump
- Check the attic for water intrusion
- Clean outdoor grill
- Have carpet professionally cleaned

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YEARLY maintenance checklist

SEPTEMBER

- Oil squeaky door hinges
- Replace caulking around windows
- Tighten loose nails or screws on deck
- Inspect fence for needed repairs
- Replace batteries in smoke detectors
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OCTOBER

- Have furnaced serviced
- Remove hoses from outside spigots
- Reverse ceiling fan to clockwise
- Check the attic for adequate insulation
- Winterize outdoor lawn equipment
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NOVEMBER

- Create an emergency escape plan
- Shut off supply for exterior spigots
- Have fireplace inspected and cleaned
- Clean and cover outdoor furniture
- Test smoke detectors
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DECEMBER

- Have dryer vent cleaned or replaced
- Run water and flush toilet in bathrooms
- Change HVAC filter
- Inspect weather-stripping by doors
- Clean faucet aerators to remove build-up
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maintenance calendar

JANUARY

MON

TUE

WED

THU

FRI

SAT

SUN

maintenance calendar

FEBRUARY

MON

TUE

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THU

FRI

SAT

SUN

maintenance calendar

MARCH

MON

TUE

WED

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FRI

SAT

SUN

maintenance calendar

APRIL

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maintenance calendar

MAY

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maintenance calendar

JUNE

MON

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maintenance calendar

JULY

MON

TUE

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maintenance calendar

AUGUST

MON

TUE

WED

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FRI

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maintenance calendar

SEPTEMBER

MON

TUE

WED

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SUN

maintenance calendar

OCTOBER

MON

TUE

WED

THU

FRI

SAT

SUN

maintenance calendar

NOVEMBER

MON

TUE

WED

THU

FRI

SAT

SUN

maintenance calendar

DECEMBER

MON

TUE

WED

THU

FRI

SAT

SUN

safety inspection checklist

- Check for frayed wires
- Make sure cords are away from the path of foot traffic
- Place plastic safety covers over unused outlets.
- Rethink extension cords, know their risks and apply caution
- Check for a faulty electrical system
- Make sure that you've followed manufacturers' directions
- Examine the outside vents
- Hire a chimney sweep
- Inspect wood-burning stoves
- Inspect water heaters
- Install smoke alarms and carbon monoxide detectors in every room, or as per code.
- Test alarms, replace batteries
- Install window guards on every window
- Install safety latches and locks
- Post the fire department's carbon-monoxide-reporting emergency number
- Demonstrate the sound of each detector
- Place extinguishers strategically
- Replace extinguishers when necessary
- Consider installing a sprinkler system
- Create an escape plan with two exit routes in case of fire
- Set a plan for meeting up in case of a local or national disaster
- If you live in a two-story house, purchase a rescue ladder

safety inspection checklist

- Lock up firearms
- Install a sturdy deadbolt lock on every door to the outside
- In any room with window bars, make sure it has a quick-release mechanism
- Install motion-sensing floodlights in the backyard
- Examine your landscaping
- Store flammable liquids away from any flame source
- Keep flammable objects away from the kitchen stove
- Plug a rechargeable flashlight into a socket by your bed
- Put lights and light switches at the top and bottom of the stairs
- Paint the bottom basement step white so it is more visible
- Install nonslip decals or a nonskid tub mat in your tub

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room inventory log

LIVING ROOM

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room inventory log

BEDROOMS

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room inventory log

BATHROOMS

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room inventory log

KITCHEN

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room inventory log

ROOM:

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notes