

What to Do ASAP After You Buy a Home

Because you want to know how to protect your home (and yourself).



SAFETY & SECURITY

Do these first. Because they're all about making you safe.

- Find a locksmith and change the locks.

Locksmith _____ Phone _____

- Reset key codes for garages, gates, etc.

Keypad Location _____ Code _____

Keypad Location _____ Code _____

Keypad Location _____ Code _____

- Hide an extra key in a lockbox (in a location only you know).

- Test fire and carbon monoxide detectors (or install if there are none).

- Check temperature on water heater so it won't accidentally scald (ideal is 120 degrees).

- Make sure motion lights and other security lights have working bulbs.

- Put a fire extinguisher in the kitchen and each additional floor.



INSPECTION REPORT FOLLOW-UP

Did all needed repairs get done? If not, list them, and make a plan to address them.

Repair item

_____ Service provider _____

_____ Phone _____

Scheduled service date _____

Repair item

_____ Service provider _____

_____ Phone _____

Scheduled service date _____

Repair item

_____ Service provider _____

_____ Phone _____

Scheduled service date _____

Repair item

_____ Service provider _____

_____ Phone _____

Scheduled service date _____



MAINTENANCE PLAN

Use this worksheet to begin your master maintenance plan and enter reminders in your calendar.

Clean out the dryer hose and vent once a year. Date _____

Drain your water heater once a year. Date _____

Clean your fridge coils once a year. Date _____

Test your sump pump twice a year or more.
Date _____ Date _____

Change HVAC filters seasonally (or more).
Spring _____ Summer _____
Fall _____ Winter _____

Find an HVAC service company and schedule maintenance for spring and fall.
Company _____ Spring date _____
Phone _____ Fall date _____

Clean your gutters at least twice a year.
Company _____ Spring date _____
Phone _____ Fall date _____



HOME & MORTGAGE DOCUMENTS

You'll need these if there's ever a dispute (like property lines), or if you want to refinance.

- Set mortgage and other bills to auto-pay to ensure no late payments.

- Put original closing documents and other critical documents in a fireproof safe or safety deposit box.

- Store copies of important home documents so they're readily available.
 - Mortgage agreement
 - Lender contact information
 - Property survey
 - Inspection report
 - Final closing documents
 - Insurance documents

Notes _____



EMERGENCY PREPAREDNESS

You really, really don't want to be figuring any of this out in a disaster.

Label all circuit breakers.

Locate emergency shut-offs in your home.

Water _____

Gas _____

Electric _____

Assemble an emergency supply kit.
Basic items:

First-aid supplies

Flashlights and extra batteries

Food, can opener

Radio, TV, or mobile device with backup batteries

Water (1 gal./person)

Whistles

Blankets and warm clothing

Cell phone, charger, backup battery



List emergency contacts.

Plumber _____ Phone _____

Electrician _____ Phone _____

Insurance agent _____ Phone _____

Water utility _____ Phone _____

Electric utility _____ Phone _____

Gas utility _____ Phone _____

Other _____ Phone _____

Other _____ Phone _____