

01

SECTION 01

The house file

WHAT GOES HERE

Purchase, insurance, warranties, appliances, contractors, keys and the shut-offs.

IN THIS SECTION 16 sheets, 24 pages

PR-06	New Home Record Sheet	12
PR-10	Emergency Shut-Off Locations Sheet	14
PR-03	Appliance and Equipment Register	16
PR-04	Warranty and Receipt Register	18
PR-02	Home Service History Register	19
PR-05	Contractor and Tradesperson Log	20
PR-01	Home Maintenance Schedule	21
PR-16	Month-by-Month Home Maintenance Checklist	23
PR-08	Spring and Summer Home Checklist	24
PR-09	Autumn and Winter Home Checklist	26
PR-07	Filter Change Log	28
PR-11	Home Contents Inventory for Insurance	30
PR-15	Insurance Claim Evidence Log	31
PR-12	Garage and Loft Inventory	33
PR-13	Paint and Decorating Record	34
PR-14	Window and Blind Measurement Sheet	35

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02

SECTION 02

Systems and servicing

WHAT GOES HERE

Boiler, heat pump, oil, septic, well, solar and the rest of what keeps the house running.

IN THIS SECTION 14 sheets, 22 pages

HS-01	Boiler Service Record	37
HS-14	Gas Furnace Service Record	39
HS-03	HVAC and Heat Pump Service Log	40
HS-02	Water Heater Maintenance Log	42
HS-12	Heating Oil Delivery and Usage Log	44
HS-08	Chimney Sweep and Stove Record	45
HS-11	Wood Burner and Fuel Log	47
HS-13	Solar Panel and Inverter Log	48
HS-04	Septic Tank and Treatment Plant Log	49
HS-05	Private Well Water Test Log	51
HS-06	Water Softener Log	53
HS-07	Sump Pump Test Log	54
HS-10	Roof Inspection Record	55
HS-09	Gutter Cleaning Log	57

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02

03

SECTION 03

Safety at home

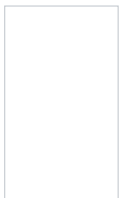
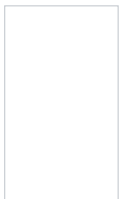
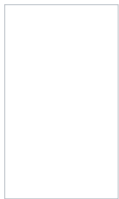
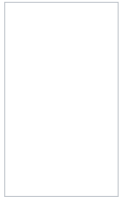
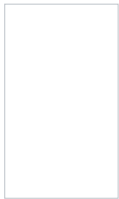
WHAT GOES HERE

Alarms, extinguishers, gas appliances, ladders and the emergency contacts.

IN THIS SECTION 7 sheets, 13 pages

SC-01	Smoke and CO Alarm Test Log	60
SC-12	Weekly Smoke Alarm Test Log	62
SC-02	Fire Extinguisher Check Log	65
SC-09	Gas Appliance Safety Check Record	67
SC-07	Ladder and Stepladder Inspection Record	68
SC-03	Emergency Contact Sheet	69
SC-05	Next of Kin and Emergency Details Card	71

Right-hand figure: the binder page the sheet starts on.



04

SECTION 04

Water, pool and hot tub

WHAT GOES HERE

For houses that have them: leave the section out if yours does not.

An optional section: if your house has none of these, leave it out and keep the divider for later.

IN THIS SECTION 10 sheets, 15 pages

WP-08	Borehole and Private Supply Log	74
WP-01	Pool Chemical and Maintenance Log	76
WP-03	Weekly Pool Maintenance Checklist	78
WP-04	Pool Opening Checklist	79
WP-05	Pool Closing and Winterising Checklist	81
WP-06	Pool Equipment Service Log	83
WP-09	Pool Cover and Safety Check Record	84
WP-14	Swim Spa and Plunge Pool Log	85
WP-02	Hot Tub Water Care Log	86
WP-07	Hot Tub Drain and Refill Record	88

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04

05

SECTION 05

Buying, moving and improving

WHAT GOES HERE

Viewings, surveys, moves, renovation and the meter readings in between.

IN THIS SECTION 12 sheets, 17 pages

MB-03	House Viewing Comparison Sheet	90
MB-10	Building Survey Checklist	91
MB-09	Home Buying Document Checklist	93
MB-12	Auction Bidding Limit Sheet	96
MB-04	New Build Snagging List	97
MB-01	Moving House Checklist	98
MB-02	Moving Inventory and Box Log	100
MB-11	Change of Address Checklist	101
MB-07	Utility Change-Over Record	103
MB-08	Meter Reading Log	104
MB-05	Renovation Quote Comparison	105
MB-06	Renovation Budget Tracker	106

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06

SECTION 06

Certificates and receipts

WHAT GOES HERE

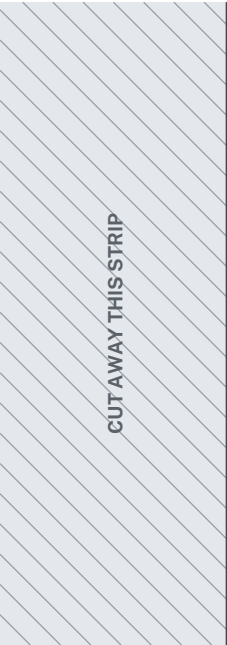
The paper behind the records: service certificates, test reports, receipts and guarantee cards.

File each one in the pocket on the back of this divider as it arrives, newest at the front, and note it on the sheet it belongs to. Bulky manuals are better in a clear punched pocket behind it.

IN THE POCKET

Date	Document	From	Sheet

06



MAKE THE POCKET

- 1 Cut away the shaded strip, along the solid line.
- 2 Fold the flap back along the dashed line.
- 3 Tape its two short sides to the back of the divider.

Certificates and receipts

Newest at the front. Note each one on the sheet it belongs to.