



## Homeowner Maintenance Information

*Congratulations on your new home! There are a few items we would like you to be aware of:*

Name:

Address:

### ▶ Homeowner Responsibilities

- You must maintain homeownership for a minimum of five years.
  - You must maintain insurance, including homeowners, flood (if applicable), and windstorm (if applicable) for five years. If your home is in a floodplain, insurance must be maintained into perpetuity. If the program paid for the first year of your insurance, you will be required to pay for the following years.
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Hazard Insurance:

Flood Insurance:

Wind Insurance:

- You must maintain property taxes. By law, in the state of Texas, if you have a homestead exemption, your property taxes cannot increase by more than 10% of your home's appraised value each year.

### ▶ Builder and Warranty Information

- You will receive a third-party warranty packet and warranty information for the appliances. This packet will describe the process for submitting a warranty request and warranty cards for items such as the refrigerator, stove, and vent hood.

Homebuilder:

Builder 1-Year Warranty End Date:

Homebuilder Information:

Third-Party Warranty End Date:

Warranty Company:

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### ▶ Homeowner Maintenance Tips to Prevent Issues from Arising

- If windows appear to be sweating, open window about ¼ inch. This allows windows to breathe. Mildew will grow on windowsill if moisture is left unattended.
- Change AC/Heating filter each month. During the moving process dust is stirred up. Once the move is complete, change the filter. Filters should be changed each month.
- Smoke alarm batteries will need to be replaced and are the homeowner's responsibility.
- To store boxes in the attic, remember to place OSB or plywood on the rafters. Do not place boxes on the insulation.
- In dry areas where rain is not frequent, the foundation will need to be watered.



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*Builder will complete the following checklist with you:*

▶ **Interior**

Manuals have been provided and reviewed.  
Flooring maintenance information provided.  
Smoke Detectors and Carbon Monoxide detectors have been explained and reviewed.

▶ **Exterior**

A/C system: clearance, drains, breaker cut offs have been shown and explained.  
Concrete cracks: discuss function of joints and tolerances.  
Siding maintenance and proper roof maintenance has been explained.

▶ **Plumbing**

Water shut off valve locations at faucets, water heater, water closets and main water shut off valve.  
Water heater, thermostat adjustment, pop off valve draining/purging procedures, and shut off breaker.

▶ **Electrical**

Demonstrate GFI receptacles and testing for interior and exterior outlets.  
Test all appliances.  
Explain/demonstrate ARC-fault breakers and testing.  
Explain the breaker panel to the homeowner: verify proper labeling and explain appropriate usage of breaker.

▶ **Heating/Air Conditioning**

Thermostat operation and general components of the unit demonstrated (verify manual).  
Locate main air return(s) for filter maintenance, replace every 30 days.

▶ **Warranties**

1-year builder's warranty coverage.  
10-year warranty coverage.  
Any other independent warranties.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_