



LATCH MY HOME

THE HOME COLLECTION

Latch Home Resource Pack

Practical checklists for a better-kept home.

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Home essentials quick reference

Fill it in once. Keep it handy when you need it.

Property address

Main water shutoff location

Electrical panel location

HVAC filter size

HVAC service company / contact

Water heater type

Water heater date installed

Wi-Fi / network name

HOA / contact info

Trash day

Recycling day

EMERGENCY / SERVICE CONTACTS

Service / name

Phone

Service / name

Phone

Notes



What to save about your home

A small record today can save a long search later.

- ☐ **Paint & finishes**
Brand, color name or code, sheen, room, flooring and tile details.
- ☐ **Appliances**
Make, model, serial number, purchase date and receipt.
- ☐ **Repairs & improvements**
What changed, when, who did the work and what it cost.
- ☐ **Contractors & service providers**
Company, contact details, specialty and property serviced.
- ☐ **Warranties & manuals**
Coverage, expiry dates, service requirements and instructions.
- ☐ **Photos**
Rooms, equipment labels and before-and-after work.
- ☐ **Maintenance history**
Service dates, filter sizes and the next task due.
- ☐ **Insurance / HOA / property documents**
Policies, HOA rules, surveys, permits and property records.

Future you will thank you.

Name files by date, property and task. Keep personal records private.



New property / move-in setup checklist

Build a useful home record, one room at a time.

- ☐ **Photograph each room and its condition**
Include surfaces, fixtures and existing wear. Date the photos.
- ☐ **Record appliance details**
Save make, model and serial numbers. Photograph each label.
- ☐ **Save paint and flooring details**
Note color codes, sheen, product names and room locations.
- ☐ **Locate shutoffs and the breaker panel**
Record water shutoff and panel locations. Save existing labels.
- ☐ **Confirm filter sizes**
Record each system, filter size and manufacturer service guidance.
- ☐ **Record garage equipment and access devices**
List opener models, remotes, keys, fobs and who holds each one.
- ☐ **Collect warranties and manuals**
Save purchase receipts, installation dates and coverage details.



Set up the details you will return to

Finish the record. Choose what needs a reminder.

- ☐ **Save contractor and vendor contacts**
Include specialties, phone numbers and any existing service plans.
- ☐ **Note HOA, utilities and trash information**
Save provider contacts, pickup days and relevant HOA guidance.
- ☐ **Create maintenance reminders**
Use equipment guidance and local conditions to set due dates.

OPTIONAL / FOR SELF-MANAGING LANDLORDS

- ☐ **Save the lease and related documents**
Keep the current signed agreement in a secure record.
- ☐ **Complete a move-in condition record**
Record dated photos and resident acknowledgments as applicable.
- ☐ **Save resident and access contacts**
Keep current contact details and a record of keys or devices issued.

First follow-up task / due date

Store access codes and sensitive resident documents securely.



Repair & maintenance record

One repair is easy to remember. Ten repairs across several years are not.

Date	Property / area	Issue / work completed	Contractor / vendor	Cost	Warranty / follow-up date	Receipt / photo saved? Y/N	Notes



Seasonal home checklist

FALL / EARLY WINTER EDITION

☐ **HVAC filter, system check and service**

Check the filter and replace as directed. Schedule professional service if due.

☐ **Smoke and carbon monoxide alarms**

Test using manufacturer instructions. Check battery and replacement dates.

☐ **Gutters and drainage**

Arrange safe clearing of debris. Check that downspouts drain away from the home.

☐ **Exterior caulking and weather seals**

Check visible gaps around doors and windows. Repair worn seals as appropriate.

☐ **Irrigation and outdoor plumbing**

Where freezing is expected, arrange winterization before the first freeze.

☐ **Roof and visible exterior**

Look from the ground for damage or loose materials. Arrange a closer inspection if needed.

Work safely: use a qualified professional for roof access, electrical work and equipment service beyond routine owner care.



Finish the seasonal check

A few practical checks. A clearer record for next time.

☐ **Water heater**

Look for visible leaks or corrosion. Follow the service schedule for your model.

☐ **Dryer vent**

Check the vent path and outside outlet. Arrange cleaning if lint or airflow is a concern.

☐ **Garage door and weather strip**

Inspect the bottom seal and follow the opener test instructions. Leave springs to a professional.

☐ **Outdoor lighting**

Check entry, walkway and motion lights. Replace failed bulbs safely.

☐ **Emergency supplies**

Review flashlights, batteries, water and household essentials. Refresh what is missing.

☐ **Document repairs and changes**

Save dates, photos, receipts and the next follow-up task in your home record.

Climate and local conditions vary. Adapt this list to your property and follow manufacturer instructions and local guidance.

Reference: U.S. Department of Energy, Home Energy Checklist