



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.