

Date: [Insert Date]

To: [Recipient Name]

Address: [Property Address]

# Important Home Maintenance Tips and Checklist

Dear [Recipient Name],

Regular maintenance is essential to protecting your investment, ensuring safety, and preventing costly repairs. Below is a seasonal checklist and a set of tips to help you keep your home in excellent condition.

## 1. Monthly Maintenance Tasks

- Inspect and replace HVAC air filters to ensure air quality and efficiency.
- Test smoke detectors and carbon monoxide alarms.
- Clean kitchen disposal and inspect sink drains for leaks.
- Check fire extinguishers for proper pressure levels.

## 2. Seasonal Checklist (Spring & Fall)

- **Gutters:** Clean out leaves and debris to prevent water damage to the foundation.
- **Roof:** Inspect for missing shingles or signs of wear.
- **HVAC:** Schedule a professional tune-up for the AC (Spring) and Furnace (Fall).
- **Windows/Doors:** Check weatherstripping and caulking for drafts or cracks.
- **Exterior:** Inspect the siding and foundation for cracks or pest entry points.

## 3. Annual Safety & Systems Check

- Flush the water heater to remove sediment buildup.
- Clean the dryer vent duct to prevent fire hazards.
- Inspect plumbing for slow leaks under sinks and around toilets.
- Have the chimney swept and inspected (if applicable).

## 4. Important Tips

- **Know your shut-offs:** Ensure everyone in the household knows the location of the main water shut-off valve and the electrical breaker box.
- **Keep Records:** Save receipts and logs of all professional services and repairs for future reference or resale purposes.

If you have any questions regarding these tasks or need recommendations for local contractors, please feel free to reach out.

Best regards,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]