

NEW HOMEOWNER ESSENTIALS

Task Completion Checklist

Address: _____

Move-in Date: ____/____/____

DONE	TASK DESCRIPTION	DUE DATE	PRIORITY
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IMMEDIATE (Day 1-3)

	Change all exterior door locks	ASAP	High
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	Locate main water shut-off valve	Day 1	High
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	Test smoke and carbon monoxide detectors	Day 1	High
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	Reset garage door codes/remotes	Day 2	Med
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UTILITIES & SERVICES

	Transfer electricity and gas accounts	____/____	High
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	Set up internet and trash collection	____/____	Med
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	Update USPS mailing address	____/____	Med
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MAINTENANCE SETUP

DONE	TASK DESCRIPTION	DUE DATE	PRIORITY
	Replace HVAC air filters	Week 1	Low
	Clean dryer vent line	Week 2	Med
	Drain sediment from water heater	Month 1	Low

NOTES / VENDOR CONTACTS: