

REAL ESTATE/CONSTRUCTION HOME BUYER BINDER

Gather the following information:

- Appliance owner's manuals
 - Appliance warranty information
 - List of appliances and ages
 - Mechanical systems owner's manuals (water heater, air conditioner, furnace, pool pump, well, etc.)
 - Mechanical systems warranties
 - List of mechanical equipment and ages
 - Landscape and irrigation plans
 - List of contractors names, addresses and phone numbers and what items they maintain (pool service, lawn maintenance, furnace servicer, public transportation, etc.)
 - List of neighborhood amenities (parks, recreation, libraries, stores, etc.)
 - List of schools for your neighborhood along with bus schedules and bus stops
 - City and county services (trash pickup days, how is mail delivered, recycling, etc.)
 - Owners' manuals for other interior items (lighting, ceiling fans, plumbing fixtures, etc.)
 - Owners' manuals for exterior items (garage door opener, keyless entries, etc.)
 - Home owner's association or condo documents
 - Purchase a heavy-duty D-ring view binder in a size that fits the information you just gathered (A view binder allows you to customize your information with a title sheet)
 - Purchase one set of 7 tab divider labels
 - Label the tab dividers as follows:
 - Neighborhood Info.
 - Contractors
 - Appliances
 - Mechanical Systems
 - Interior Items
 - Exterior Items
 - Home owner's or condo association documents
 - Punch holes in the material you have gathered and place under the tabs as follows (if a manual is too large for your hole punch, take it to an office supply store for punching):
- Under Neighborhood Info. section place:
- Neighborhood amenities
 - School information
 - City and County services
- Under Contractors section place:
- List of contractors and contact information
- Under Appliances section place:
- List of appliances and ages
 - Appliance owners' manuals
 - Appliance warranties
- Under Mechanical Systems section place:
- List of mechanical systems and ages
 - Mechanical systems owners' manuals
 - Mechanical systems warranties
- Under Interior Items section place:
- Owners' manuals for interior items
- Under Exterior Items section place:
- Owners' manuals for exterior items
- Under Home owner's or condo association documents place:
- Projects to your home in which special permission from the association was received
 - Rules and regulations
- Place a cover Identification Sheet on your binder ([click here for form](#))