

WELL BUILT LIVING

The Worksheet Pack

Every checklist, log, and tracker from
the First-Time Homeowner's Handbook

Filling in blanks on an e-reader doesn't work, and writing in a paperback means you only get one copy. So here they all are, sized for a home printer. Print the ones you need, stick them on the fridge or in your home binder, and reprint whenever a page fills up.

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Free to print, for your own home, as many times as you like.

wellbuiltliving.com/handbook

Move-In Day Checklist

Do these within your first week. Most take minutes; together they are the difference between owning the house and being owned by it.

- ☐ Change all exterior door locks
- ☐ Locate and label main water shutoff
- ☐ Locate and label electrical panel, identify each breaker
- ☐ Locate gas shutoff (if applicable)
- ☐ Test all smoke and CO detectors, replace batteries
- ☐ Check fire extinguishers
- ☐ Change HVAC air filter
- ☐ Run all faucets and flush toilets for leaks
- ☐ Set water heater to 120°F
- ☐ Introduce yourself to neighbors
- ☐ Note age of major appliances (data plates)
- ☐ Photograph condition of everything
- ☐ Set up home maintenance binder or digital folder
- ☐ Register appliances for warranty
- ☐ Transfer or set up utilities, internet, trash

Photograph everything before you unpack — condition, data plates, serial numbers, the inside of the panel door. You will want those pictures for warranty claims and at resale.

The Essential Tool Kit

These cover 90% of common tasks. Total cost runs \$200–\$300. Buy quality — a good tool lasts decades.

- ☐ **Cordless drill/driver** — 20V lithium-ion, two batteries. Most-used tool.
- ☐ **Hammer** — 16oz claw hammer. Claw end pulls nails.
- ☐ **Tape measure** — 25-foot. You'll use this constantly.
- ☐ **Level** — 24-inch. Shelves, pictures, checking plumb.
- ☐ **Pliers set** — Needle-nose and slip-joint. Essential for plumbing.
- ☐ **Adjustable wrench** — 8-inch and 12-inch cover most situations.
- ☐ **Screwdriver set** — Phillips and flathead, or a quality multi-bit driver.
- ☐ **Utility knife** — With extra blades. Opening, scoring, trimming.
- ☐ **Stud finder** — Essential for hanging anything heavy.
- ☐ **Headlamp** — Keeps hands free in tight spaces.
- ☐ **Caulk gun + caulk** — Silicone for baths, paintable latex elsewhere.
- ☐ **Plungers (2)** — Cup for sinks, flange for toilets. Not interchangeable.
- ☐ **Allen wrench set** — Furniture assembly and many fixtures.
- ☐ **Pry bar** — Removing trim, pulling nails, prying.
- ☐ **Safety gear** — Glasses, gloves, dust masks. Non-negotiable.

Buy tools as you need them. Start with the drill, hammer, tape measure, screwdrivers, and pliers — add the rest as projects come up.

Emergency Contacts

Fill this in and keep it where everyone in the household can find it — inside a cabinet door, not in a drawer.

Plumber	
Electrician	
HVAC Company	
Gas Company (Emergency)	
Water Company	
Electric Company	
Home Insurance (Claims)	
Poison Control	1-800-222-1222
Police (Non-Emergency)	
Trusted Neighbor	
Trusted Neighbor #2	
Locksmith	
Pest Control	
Chimney Sweep	
Handyman	
Septic / Well Service	
Roofer	
Garage Door Service	

Save these in your phone too. The one you will need first, and at the worst hour, is the plumber.

Home Measurement Reference

The numbers you end up hunting for every time you order a filter, buy materials, or call for service.

HVAC & Filters

Furnace filter size

AC filter size (if different)

Thermostat model

Furnace model / serial

AC unit model / serial

Filter change interval

Water Heater

Type (tank / tankless)

Capacity

Model / serial

Date installed

Anode rod last checked

The House Itself

Year built

Square footage

Roof installed / type

Paint — exterior body

Paint — exterior trim

Water shutoff location

Gas shutoff location

Electrical panel location

Annual Home Maintenance Budget

Plan your spending for the year, then update it quarterly. The categories are pre-filled — blanks at the bottom are yours.

CATEGORY	ESTIMATED	ACTUAL	NOTES
HVAC service / tune-up			
Air filters (year supply)			
Gutter cleaning			
Lawn care / landscaping			
Pest control			
Plumbing repairs			
Electrical repairs			
Painting / caulking			
Roof / exterior repairs			
Appliance repairs			
Tools / supplies			
Emergency fund contribution			
Planned improvements			
Other: _____			
Other: _____			
Other: _____			
TOTAL			

A realistic first-year number for most homes is 1–2% of the purchase price per year. If your estimate lands well under that, you have probably forgotten something.

[illegible]

[illegible]

Track maintenance and repairs as you do them. Valuable for budgeting, and worth real money when you sell.

[illegible]

[illegible]

Every professional service call. Invaluable for warranty claims, insurance, and resale.

[illegible]