

A hand holding a set of keys in front of a blurred house. The background is a soft-focus image of a white house with a porch and railing, set against a clear blue sky. The hand is positioned at the top center, holding a silver keychain with a large, gold-colored key. The key has a rectangular head with a handle and a standard notched blade.

Homebuyer's

WORKSHEETS & CHECKLISTS

Step 1:

RENTING VS BUYING

IS HOMEOWNERSHIP RIGHT FOR YOU?

Write down all of the pros and cons of renting and buying.

RENTING

PROS

| |
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CONS

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BUYING

PROS

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CONS

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Step 2:

FINANCIAL READINESS

ARE YOU FINANCIALLY READY TO OWN A HOME?

Use the subsequent pages to determine if you are financially ready to own a home and the associated costs.



1. HOUSEHOLD BUDGET

Examine your income and expenses in detail.

2. AFFORDABILITY

Determine how much you can realistically afford.



3. COSTS

See if you've saved enough to buy a home.

4. FUTURE BUDGET

Revisit the household budget sheets and fill in the future budget column. Determine if you can afford your mortgage with all expenses.



HOUSEHOLD BUDGET

MONTHLY INCOME

| Income | Net <small>(after taxes & deductions)</small> | Gross <small>(before taxes & deductions)</small> |
|---|---|--|
| Your average monthly salary | \$ | \$ |
| Your co-borrower's average monthly salary | \$ | \$ |
| Other household income (investments, etc) | \$ | \$ |
| Total household monthly income | \$ A | \$ B |

MONTHLY EXPENSES

| Housing | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|----------------------|--|---|
| Rent or mortgage | \$ | \$ |
| Condo fees | \$ | \$ |
| Property taxes | \$ | \$ |
| Heating | \$ | \$ |
| Other: | \$ | \$ |
| Other: | \$ | \$ |
| Total housing | \$ | \$ C |

Loans and Debts

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|-------------------------------|--|---|
| Loans | \$ | \$ |
| Vehicle loan or lease payment | \$ | \$ |
| Unsecured lines of credit | \$ | \$ |
| Secured lines of credits | \$ | \$ |
| Credit card payments | \$ | \$ |
| Other: | \$ | \$ |
| Total loans and debts | \$ | \$ D |

Household

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|-------------------------------|--|---|
| Groceries | \$ | \$ |
| Child or Animal Care | \$ | \$ |
| Child support or alimony | \$ | \$ |
| Tuition and school activities | \$ | \$ |
| Clothing | \$ | \$ |
| Pet Care | \$ | \$ |
| Gifts | \$ | \$ |
| Maintenance and repairs | \$ | \$ |
| Other: | \$ | \$ |
| Beer/wine/spirits/cigarettes | \$ | \$ |
| Total household | \$ | \$ |

Telecommunications

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|---------------------------------|--|---|
| Cable or satellite tv | \$ | \$ |
| Internet/Home Phone | \$ | \$ |
| Cell phones and devices | \$ | \$ |
| Other: | \$ | \$ |
| Total telecommunications | \$ | \$ |

Transportation

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|-----------------------------|--|---|
| Gas | \$ | \$ |
| Vehicle maintenance | \$ | \$ |
| Parking | \$ | \$ |
| Public transit | \$ | \$ |
| Other: | \$ | \$ |
| Total transportation | \$ | \$ |

Insurance

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|------------------------|--|---|
| Property | \$ | \$ |
| Vehicle | \$ | \$ |
| Life and disability | \$ | \$ |
| Other: | \$ | \$ |
| Total insurance | \$ | \$ |

Savings and donations

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|------------------------------------|--|---|
| Savings and investments | \$ | \$ |
| Charitable donations | \$ | \$ |
| Other: | \$ | \$ |
| Total savings and donations | \$ | \$ |

Entertainment

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|------------------------------------|--|---|
| Dining out | \$ | \$ |
| Movies, music, concerts and sports | \$ | \$ |
| News, magazines, books | \$ | \$ |
| Hobbies, classes, memberships | \$ | \$ |
| Other: | \$ | \$ |
| Total entertainment | \$ | \$ |

Medical and Health

| | Present <small>Avg. monthly cost</small> | Future <small>Avg. monthly cost</small> |
|---------------------------------|--|---|
| Prescriptions | \$ | \$ |
| Dental | \$ | \$ |
| Eyewear | \$ | \$ |
| Other: | \$ | \$ |
| Total medical and health | \$ | \$ |

Total Monthly Expenses

| | | |
|--|----|----|
| | \$ | \$ |
|--|----|----|

MONTHLY INCOME

Now, subtract your expenses from your income.

| | Present | Future |
|--|-----------|-----------|
| Total net monthly income (Box A) | \$ | \$ |
| (minus) Total monthly expenses (Box E) | - \$ | \$ |
| Monthly surplus after expenses | \$ | \$ |

AFFORDABILITY RULES

There are two simple rules that will tell you how much you can afford to pay for a home.

Affordability Rule #1: Your monthly housing costs should be equal to or less than 32% of your average gross monthly income. This percentage is your gross debt service ratio (GDS).

Affordability Rule #2: Your monthly debt load should be equal or less than 40% of your average gross monthly income. This percentage is your total debt to service ratio (TDS).

| | Monthly Maximum | Future |
|---|-----------------|---|
| Total gross monthly income (before taxes and deductions) | \$ | (Enter amount from Box B) \$ |
| GDS: Gross income x 0.32 = your Maximum Monthly Housing costs including mortgage Principal and Interest, property taxes and Heating Costs (PITH) and 50% of your condo fees (if applicable) | - \$ | (Enter amount from Box C) \$ |
| TDS: Gross income x 0.40 = your Maximum monthly debt load (all PITH costs plus your total monthly loan and debt payments). | \$ | (Add the amounts from Box C and D and enter total here) \$ |

If your future amounts are higher than your monthly maximums, you may have trouble qualifying for a mortgage. You can also calculate different budget, purchase price, and down payment scenarios to explore your options.



UPFRONT PURCHASE COSTS

Home Purchase Costs

| | |
|--------------------------------------|-----------|
| Purchase price | \$ |
| Sales tax, state tax, provincial tax | \$ |
| Total purchase cost | \$ |

Main Upfront Costs

| | |
|--|----|
| Down payment | \$ |
| Appraisal fee (if applicable) | \$ |
| Estoppel certificate fee (for condo/strata properties) | \$ |
| Home inspection fee | \$ |
| Land registration fee | \$ |
| Legal fees and disbursements | \$ |
| Mortgage broker's fee (if applicable) | \$ |
| Mortgage loan Insurance premiums | \$ |
| Prepaid property taxes and utilities | \$ |
| Property insurance | \$ |
| Survey or certificate of location fee (if applicable) | \$ |
| Title insurance | \$ |
| Water or septic tests (if applicable) | \$ |

Other Upfront Costs

| | |
|---------------------------------|-----------|
| Appliances | \$ |
| Cleaning costs | \$ |
| Initial condo fees | \$ |
| Decorating materials | \$ |
| Dehumidifier | \$ |
| Gardening tools | \$ |
| Hand tools | \$ |
| Moving expenses | \$ |
| Renovations or repairs | \$ |
| Service and utility hookup fees | \$ |
| Snow clearing equipment | \$ |
| Window treatments or coverings | \$ |
| Other: | \$ |
| Total Upfront Costs | \$ |



Step 3:

FINANCING YOUR HOME

PERSONAL AND FINANCIAL INFORMATION CHECKLIST

As part of a true mortgage application, the lender will pull a hard credit inquiry and review all your financials to verify your true ability to qualify & pay for the mortgage obligation.

- Government Issued Photo IDs with your current address
- Last 30 days of Paystubs
- Last 2 months of Bank Statements, and 401K/Stock/any additional retirement income statements.
- W2's for the last 2 years for all borrowers on the loan application
- Proof of receipt & documentation for child/alimony payment requirements
- *If self employed; copies of last 2 years of tax returns
- *If self employed; current year to date profit & loss statements
- Mortgage statements & proof of home insurance on any additional properties



Step 4:

FINDING THE RIGHT HOME

YOUR HOUSING NEEDS

Here is where you can write down everything that is important to you and your family before you start looking for your dream home.

| | |
|--|--|
| <p>LOCATION</p> <p>(downtown, suburbs, proximity to school, work, shopping, etc.)</p> | |
| <p>SIZE</p> <p>(square footage, lot size, number of bedrooms/bathrooms, garage, etc.)</p> | |
| <p>SPECIAL FEATURES</p> <p>(pool, energy efficiency upgrades, accessibility features, etc.)</p> | |
| <p>LIFESTYLE</p> <p>(consider number of kids at home, if you are working or retired, what services or recreation you want nearby, etc.)</p> | |
| <p>TYPE OF HOME</p> <p>(detached, semi-detached, duplex, townhome, condo, etc.)</p> | |

HOME FEATURES COMPARISON

Use this comparison checklist whenever you view a home to see all options side by side.

| | HOME # 1 | HOME # 2 | HOME # 3 |
|----------------|----------|----------|----------|
| House price | | | |
| Address | | | |
| Occupancy date | | | |
| Square footage | | | |

OPERATING COSTS

| | HOME # 1 | HOME # 2 | HOME # 3 |
|----------------|----------|----------|----------|
| Property taxes | \$ | \$ | \$ |
| Utilities | \$ | \$ | \$ |
| Insurance | \$ | \$ | \$ |
| Condo fees | \$ | \$ | \$ |
| Other: | \$ | \$ | \$ |
| TOTAL: | \$ | \$ | \$ |

FEATURES CHECKLIST

| | | | |
|----------------|---|---|---|
| New or resale | <input type="checkbox"/> New <input type="checkbox"/> Resale | <input type="checkbox"/> New <input type="checkbox"/> Resale | <input type="checkbox"/> New <input type="checkbox"/> Resale |
| Home type | <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise | <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise | <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> High-rise <input type="checkbox"/> Low-rise |
| Ownership type | <input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Condo <input type="checkbox"/> Co-op | <input type="checkbox"/> New <input type="checkbox"/> Resale <input type="checkbox"/> Condo <input type="checkbox"/> Co-op | <input type="checkbox"/> New <input type="checkbox"/> Resale <input type="checkbox"/> Condo <input type="checkbox"/> Co-op |
| Age of home | | | |
| Lot size | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large |





| | HOME # 1 | HOME # 2 | HOME # 3 |
|----------------------|--|--|--|
| Exterior finish | <input type="checkbox"/> Brick <input type="checkbox"/> Aluminum siding <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl siding <input type="checkbox"/> Combo brick/siding <input type="checkbox"/> Stucco | <input type="checkbox"/> Brick <input type="checkbox"/> Aluminum siding <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl siding <input type="checkbox"/> Combo brick/siding <input type="checkbox"/> Stucco | <input type="checkbox"/> Brick <input type="checkbox"/> Aluminum siding <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl siding <input type="checkbox"/> Combo brick/siding <input type="checkbox"/> Stucco |
| Exterior condition | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Lot size | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large | <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large |
| Roof | <input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other | <input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other | <input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Rubber roofing <input type="checkbox"/> Other |
| Roof condition | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Windows | <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Other | <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Other | <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Other |
| Window condition | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Foundation | <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood | <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood | <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete block <input type="checkbox"/> Preserved wood |
| Foundation condition | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Bedrooms | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five + | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five + | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five + |
| Bathrooms | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three + | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three + | <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three + |

| | HOME # 1 | HOME # 2 | HOME # 3 |
|---|--|--|--|
| Heating system | <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Wood | <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Wood | <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Wood |
| Age of system | | | |
| Air conditioning | <input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No | <input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No | <input type="checkbox"/> Yes (central air) <input type="checkbox"/> Yes (window) <input type="checkbox"/> No |
| Age of A/C system | | | |
| Bathroom in primary bedroom | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bathroom on ground floor | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Eat-in kitchen | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Separate dining room | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Family room | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Basement | <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished | <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished | <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished |
| Fireplace or woodstove | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Office/Hobby room | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Basement storage area or workshop space | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Deck/patio | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Private driveway | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Garage or carport | <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither | <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither | <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Neither |
| Garage/carport attached to house | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Security system | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |





HOME # 1

HOME # 2

HOME # 3

| | | | |
|---|---|---|---|
| Accessible for seniors/those with disability | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Neighborhood | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Quiet street | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proximity to key places and services | Your work: _____ Spouses work: _____ Schools: _____ Public trans: _____ Shopping: _____ Parks/Rec: _____ Restaurants: _____ Church: _____ Police/Fire: _____ Dr./Dentist: _____ Hospital: _____ | Your work: _____ Spouses work: _____ Schools: _____ Public trans: _____ Shopping: _____ Parks/Rec: _____ Restaurants: _____ Church: _____ Police/Fire: _____ Dr./Dentist: _____ Hospital: _____ | Your work: _____ Spouses work: _____ Schools: _____ Public trans: _____ Shopping: _____ Parks/Rec: _____ Restaurants: _____ Church: _____ Police/Fire: _____ Dr./Dentist: _____ Hospital: _____ |
| Items included in the sale | <input type="checkbox"/> Washer & Dryer <input type="checkbox"/> Fridge & Stove <input type="checkbox"/> Window treatments Other: _____ | <input type="checkbox"/> Washer & Dryer <input type="checkbox"/> Fridge & Stove <input type="checkbox"/> Window treatments Other: _____ | <input type="checkbox"/> Washer & Dryer <input type="checkbox"/> Fridge & Stove <input type="checkbox"/> Window treatments Other: _____ |
| Necessary repairs or renovations in the short and long term | Immediate: _____ Cost estimate: _____ | Immediate: _____ Cost estimate: _____ | Immediate: _____ Cost estimate: _____ |
| | In 1-5 years: _____ Cost estimate: _____ | In 1-5 years: _____ Cost estimate: _____ | In 1-5 years: _____ Cost estimate: _____ |
| | In 5-10 years: _____ Cost estimate: _____ | In 5-10 years: _____ Cost estimate: _____ | In 5-10 years: _____ Cost estimate: _____ |
| | In 10+ years: _____ Cost estimate: _____ | In 10+ years: _____ Cost estimate: _____ | In 10+ years: _____ Cost estimate: _____ |

Step 5:

CHANGE OF ADDRESS CHECKLIST

Ensure you inform all the necessary people about your new address.

Personal Contacts

- Relatives
- Friends
- Employer(s)
- Schools/colleges/universities/daycares
- Landlord (if necessary)
- Clubs, associations, charities

Services and creditors

- Phone/cable/internet company
- Electricity/hydro
- Natural gas
- Heating fuel company
- Financial institution
- Credit card company
- Insurance companies and brokers
- Lawyer or notary
- Subscriptions - newspapers, magazines, etc

Healthcare professionals

- Doctor
- Dentist
- Veterinarian
- _____
- _____
- _____

Government services

- Driver's License
- Health card
- Vehicle registration
- Post office
- IRS/CRA
- Pension Plan
- _____
- _____



HOME MAINTENANCE CALENDAR

Use this checklist as a guide for simple maintenance tasks and repairs you can do throughout the year.

January and February

- Clean or replace your furnace filter
- Ensure outside plumbing is off & wrapped
- Make sure that all air intakes, exhausts and meters are clear of snow/debris
- Check weather proofing around windows & doors
- Clean your oven range hood filter
- Replace your fridge filter
- Perimeter walk your basement, checking for any leaks/water

March and April

- Clean or replace your furnace filter
- Clean your humidifier and turn it off
- Check the sump pump (if you have one)
- Check the gutters and downspouts and clean them if needed
- Inspect your air conditioner and service it if needed
- Inspect your basement or crawl space for signs of water damage
- Open the vents to outdoor crawlspaces
- Make sure the ground in your yard slopes away from the foundation wall

May and June

- Open the hose connection outside
- Clean the windows, screens and hardware and install screens
- Check that all air intakes and exhausts are clear of debris
- Clean your oven range hood filter
- Inspect for animal invasions, looking at vents & crawl spaces/attics
- Start spring landscaping in your yard

July and August

- Use a dehumidifier if your basement is damp
- Clean the filter in the air handling unit if you have central air conditioning
- Check all exterior finishes and wood for deterioration
- Check the caulking and weather-stripping around windows and the door to your garage
- Check the drainage trap in your basement floor and fill it with water if needed
- Have your furnace or heating system serviced

September and October

- Check and clean your fireplace and chimney if needed
- Clean your oven range hood filter
- Clean behind your fridge
- Clear leaves from the eavestroughs
- Check your roof for signs of wear or damage
- Close the outside hose connection
- Close your windows and skylights
- Inspect & repair your back up generator (if you have one)
- Prepare your outdoor plants and trees for winter

November and December

- Check your furnace and clean or replace the filter
- Clean your dryer duct & check for any openings for animals/pests
- Clean your humidifier and turn it on (if needed)
- Check your exhaust fans
- Make sure your gas valve is clear
- Test your space heating system
- Close the vents to crawl spaces

Once a year

- Dust or vacuum your electric baseboards
- Vacuum the ducts behind your warm-air and return-air grilles
- Test the plumbing shut-off valves to make sure they're working
- Test the pressure relief valve on the hot water tank and drain water from the tank
- Check all your smoke alarms, fire escape routes, fire extinguishers and window and door locks
- Check and oil the door hinges if needed
- Lubricate the garage door motor, chain, etc.
- Check your attic for signs of moisture in the summer or fall

Every two to five years

- Check and repair any cracks in your driveway
- Check and repair the chimney cap and the caulking between the cap and the chimney
- Refinish all wood surfaces including the window frames and doors
- Check the septic system and clean it if needed (usually about once every three years)

YOUR ELITE MORTGAGE ADVISOR



Hello there! I'm Ron Cahalan, your friendly neighborhood Mortgage Lender (and the brains behind this handy budget booklet). Here's what I believe: You hold the keys to your destiny, especially when it comes to finances and homeownership. That's why I crafted this workbook - to give you the power and know-how to align your budget with your dreams. It's all about being prepared and empowered to take the next step for you and your family.

So, what's next on your journey?

Whenever you feel ready, just give me a shout. We can have a chat or a Zoom call to dive into your any questions you may have and even discuss your budget. We'll explore the mortgage options that best fit your current and future needs and sketch out a roadmap to help you reach your goals.

Welcome to the thrilling adventure of Home Ownership! By taking charge today, you're making an excellent choice for your future. Let's make your home ownership dreams a reality, together.

RON CAHALAN

NMLS#224041 | AZ MLO 1001394



ron.cahalan@wvmb.com

<https://roncahalan.com>
<https://wvmb.com/team/ron-cahalan>

480-204-1812 Cell

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