

Congratulations on Your New Home!

Dear [Homeowner's Name],

We want to extend our warmest congratulations on your recent home purchase! To help you settle in and maintain your new investment, we've compiled a list of handy maintenance suggestions:

Seasonal Maintenance Checklist

- **Spring:** Clean gutters and downspouts, inspect roof for damage, service your air conditioning unit.
- **Summer:** Check exterior paint, service your lawn mower, clean patio furniture.
- **Fall:** Drain and winterize outdoor hoses, check heating system, clean out the fireplace.
- **Winter:** Inspect weather stripping, test smoke and carbon monoxide detectors, keep pathways clear of snow.

Monthly Tasks

- Replace air filters in HVAC systems.
- Inspect plumbing for leaks.
- Test ground fault circuit interrupters (GFCI).

Annual Inspections

- Schedule a professional pest inspection.
- Inspect the foundation for cracks.
- Flush the water heater to remove sediment buildup.

By following these suggestions, you'll keep your home in excellent condition. If you have any questions or need further assistance, feel free to reach out!

Best wishes,

[Your Name]

[Your Contact Information]