

Important Upkeep Tasks for Your New Home

Dear [Homeowner's Name],

Congratulations on your recent home purchase! To help you maintain your new property, we have compiled a list of important upkeep tasks:

Monthly Tasks

- Inspect and replace HVAC filters.
- Test smoke and carbon monoxide detectors.
- Check fire extinguishers for proper charge.

Seasonal Tasks

- Clean gutters and downspouts (Spring & Fall).
- Service your heating system (before winter).
- Inspect roof for missing shingles (after winter).

Annual Tasks

- Deep clean carpets and upholstery.
- Seal and inspect window and door frames.
- Schedule pest control treatments.

By following these tasks, you'll ensure that your home remains in great condition for years to come. Please feel free to reach out if you have any questions.

Best wishes,

[Your Name]

[Your Title]

[Your Company]