



KERRY TANNER PRESENTS

THE COMPLETE HOME MAINTENANCE GUIDE

A practical, season-by-season resource for caring for your home.

KERRY TANNER | REALTOR® | ATCOASTAL REALTY

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HVAC + PLUMBING

Two systems worth paying attention to before they demand your attention.



HVAC & COMFORT

- ☐ Schedule professional HVAC maintenance annually.
- ☐ Replace the filter and save the filter size in your phone.
- ☐ Keep leaves, weeds and debris away from the outdoor unit.
- ☐ Check visible refrigerant-line insulation for deterioration.
- ☐ Notice rooms that suddenly heat or cool differently.

WATER & PLUMBING

- ☐ Look under sinks for moisture, staining or corrosion.
- ☐ Check around toilets for movement or leaking.
- ☐ Inspect washing-machine and appliance water connections.
- ☐ Look around the water heater for moisture or rust.
- ☐ Locate your main water shutoff before you need it.

QUICK WIN

Photograph your HVAC and water-heater data plates. Save the photos in a phone album called HOME INFO so model and serial numbers are always easy to find.

ROOF, EXTERIOR + SAFETY

A quick visual check can catch small issues before they become expensive ones.



ROOF & EXTERIOR

- ☐ From the ground, look for missing, lifted or damaged shingles.
- ☐ Clean gutters and make sure downspouts direct water away.
- ☐ Inspect exterior caulking around windows and doors.
- ☐ Check decks, porches, stairs and railings.
- ☐ Watch for changes in foundation cracks or drainage.

HOME SAFETY

- ☐ Test smoke and CO alarms.
- ☐ Check alarm manufacture dates.
- ☐ Test GFCI outlets.
- ☐ Check fire extinguishers.
- ☐ Keep the electrical panel labeled.

YOUR HOME, SEASON BY SEASON

Spread the work out instead of turning maintenance into one giant weekend.



SPRING

Reset

- ☐ A/C service
- ☐ Gutters & roof
- ☐ Caulking & drainage

SUMMER

Protect

- ☐ HVAC filter
- ☐ Moisture & humidity
- ☐ Storm preparation

FALL

Prepare

- ☐ Heating service
- ☐ Weatherstripping
- ☐ Smoke/CO alarms

WINTER

Watch

- ☐ Frozen-pipe risks
- ☐ Drafts & condensation
- ☐ Ceilings after storms

Tip: put seasonal maintenance reminders on your calendar now. Future-you will appreciate it.

PAY ATTENTION TO CHANGE

YOUR HOUSE WILL USUALLY GIVE YOU A CLUE

You don't need to inspect like a professional. Notice what is different.



SEE IT New stains, cracks, rust, standing water or discoloration.

HEAR IT Buzzing, dripping, banging, grinding or unfamiliar HVAC sounds.

SMELL IT Musty, burning, sewage-like, electrical or unexplained odors.

FEEL IT Soft flooring, warm outlets, drafts, excess humidity or comfort changes.

SOMETHING CHANGED?

Investigate it. Small problems have an annoying habit of becoming expensive problems when nobody is looking.

BE READY

YOUR HOME'S LITTLE BLACK BOOK

Fill this out once. Thank yourself later.



Main Water Shutoff

Electrical Panel

HVAC Filter Size

HVAC System Age

Water Heater Age

Roof Age

HVAC Company

Plumber

Electrician

Homeowners Insurance

KEEP THE HISTORY

KEEP THE PAPERWORK

Your maintenance file becomes more useful every year.



- ☐ Inspection reports
- ☐ Repair receipts and contractor invoices
- ☐ HVAC service records
- ☐ Appliance manuals and warranties
- ☐ Roof and water-heater information
- ☐ Renovation records
- ☐ Paint colors and flooring information
- ☐ Before-and-after improvement photos

A RESOURCE FROM KERRY TANNER

YOUR REAL ESTATE ADVISOR • YOUR NEIGHBOR • YOUR RESOURCE

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