Isaza International
Mortgage Bankers Corp.
NMLS #1057678
I I M B C

Property Maintenance Plan

Use equipment manuals and service-provider instructions to set the final timing. Assign specialized work to a qualified professional. For a rental or association-managed area, coordinate responsibility first.

PLAN / HOME

PERIOD / START DATE

Weekly

- [ ] Look for visible leaks, drips or new moisture

WHO | **NEXT / DONE DATE**

NOTES

- [ ] Keep entries and walking paths clear

WHO | **NEXT / DONE DATE**

NOTES

- [ ] Check landscaping, drainage and irrigation for visible issues

WHO | **NEXT / DONE DATE**

NOTES

- [ ] Review the pool service plan and gate condition

WHO | **NEXT / DONE DATE**

NOTES

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Monthly

- [ ] Test smoke alarms using the test button

WHO		**NEXT / DONE DATE**	
NOTES			

- [ ] Review carbon-monoxide alarms and test as directed

WHO		**NEXT / DONE DATE**	
NOTES			

- [ ] Inspect the heating/cooling filter and replace as directed

WHO		**NEXT / DONE DATE**	
NOTES			

- [ ] Check dryer performance and visible vent condition

WHO		**NEXT / DONE DATE**	
NOTES			

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Monthly (continued)

- [ ] Review the home repair list and upcoming service visits

WHO | **NEXT / DONE DATE**

NOTES

Quarterly

- [ ] Inspect accessible seals, caulk and weatherstripping

WHO | **NEXT / DONE DATE**

NOTES

- [ ] Review gutter and downspout condition from the ground

WHO | **NEXT / DONE DATE**

NOTES

- [ ] Arrange garage-door safety and maintenance checks

WHO | **NEXT / DONE DATE**

NOTES

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Quarterly (continued)

☐ Review the next season’s preparation

WHO | **NEXT / DONE DATE**

NOTES

Annually

☐ Schedule professional heating/cooling maintenance

WHO | **NEXT / DONE DATE**

NOTES

☐ Arrange roof and exterior condition review

WHO | **NEXT / DONE DATE**

NOTES

☐ Review water-heater service requirements

WHO | **NEXT / DONE DATE**

NOTES

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Annually (continued)

☐ Review septic inspection and pumping records

WHO		**NEXT / DONE DATE**	
NOTES			

☐ Arrange a fireplace/chimney service review

WHO		**NEXT / DONE DATE**	
NOTES			

☐ Update warranties, service records and the care plan

WHO		**NEXT / DONE DATE**	
NOTES			

☐

WHO		**NEXT / DONE DATE**	
NOTES			

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Annually (continued)

☐

WHO		**NEXT / DONE DATE**	
NOTES			

Supplies, preferences & notes