

# HOUSE MASTER LEDGER

Rapid Checkmark System & Property Maintenance Biography (Low-Effort Administration)

## SECTION I: PROPERTY SPECS & SERVICE QUICK-CHECKS

Check off completed or scheduled items. Minimal writing required — simply check status boxes and record dates/codes.

| Category / Task Group                                        | Status Checkmarks (Select One or More)                                                                                                                           | Details / Codes / Warranty                                                                                                            |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exterior Painting</b><br>Walls, Trim, Fascia              | <input type="checkbox"/> Done<br><input type="checkbox"/> Scheduled: ____/____<br><input type="checkbox"/> Needs Quote                                           | Paint Code: _____<br><input type="checkbox"/> Warranty until: ____/____                                                               |
| <b>Interior Painting</b><br>Living, Bedrooms, Kitchen        | <input type="checkbox"/> Done<br><input type="checkbox"/> Scheduled: ____/____<br><input type="checkbox"/> Needs Touch-up                                        | Color/Brand: _____<br><input type="checkbox"/> Warranty until: ____/____                                                              |
| <b>Roof &amp; Gutters</b><br>Shingles, Seals, Drains         | <input type="checkbox"/> Inspected<br><input type="checkbox"/> Cleaned<br><input type="checkbox"/> Repairs Done<br><input type="checkbox"/> Scheduled: ____/____ | Shingle Type: _____<br><input type="checkbox"/> Contractor: _____<br><input type="checkbox"/> Warranty until: ____/____               |
| <b>HVAC &amp; Air Filters</b><br>A/C, Heating, Ductwork      | <input type="checkbox"/> Filter Changed<br><input type="checkbox"/> Annual Tune-up<br><input type="checkbox"/> Scheduled: ____/____                              | Filter Size: _____<br><input type="checkbox"/> Warranty active until: ____/____                                                       |
| <b>Plumbing &amp; Water Heater</b><br>Flush, Leaks, Pressure | <input type="checkbox"/> Tank Flushed<br><input type="checkbox"/> Leaks Checked<br><input type="checkbox"/> Scheduled: ____/____                                 | Anode Rod: <input type="checkbox"/> OK <input type="checkbox"/> Replaced<br><input type="checkbox"/> Warranty active until: ____/____ |
| <b>Electrical &amp; Breakers</b><br>Panel, GFCI, Outlets     | <input type="checkbox"/> Panel Inspected<br><input type="checkbox"/> GFCI Tested<br><input type="checkbox"/> Scheduled: ____/____                                | Main Amperage: _____<br><input type="checkbox"/> Electrician: _____                                                                   |
| <b>Termite &amp; Pest Control</b><br>Inspection, Perimeter   | <input type="checkbox"/> Annual Inspection<br><input type="checkbox"/> Barrier Treated<br><input type="checkbox"/> Scheduled: ____/____                          | Company: _____<br><input type="checkbox"/> Policy Active until: ____/____                                                             |

## SECTION II: APPLIANCE & WARRANTY CHECKMARK MATRIX

| Appliance / Equipment         | Status Checkmarks                                                                                                                                         | Service & Warranty Quick-Info                                                                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Refrigerator / Freezer</b> | <input type="checkbox"/> Operational <input type="checkbox"/> Filter Changed<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |
| <b>Washing Machine</b>        | <input type="checkbox"/> Operational <input type="checkbox"/> Hoses Checked<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced  | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |
| <b>Clothes Dryer</b>          | <input type="checkbox"/> Operational <input type="checkbox"/> Vent Cleaned<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced   | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |
| <b>Oven / Cooktop / Stove</b> | <input type="checkbox"/> Operational <input type="checkbox"/> Calibrated<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced     | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |
| <b>Dishwasher</b>             | <input type="checkbox"/> Operational <input type="checkbox"/> Filter Cleaned<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |
| <b>Water Heater System</b>    | <input type="checkbox"/> Operational <input type="checkbox"/> Flushed<br><input type="checkbox"/> Service Needed <input type="checkbox"/> Replaced        | Purchase: ____/____ Cost: \$_____<br><input type="checkbox"/> Active Warranty until: ____/____ |

SECTION III: HIGH-YIELD 80/20 PREVENTATIVE MAINTENANCE CHECKS

| Frequency       | 80/20 Action Item                                               | Quick Check              |
|-----------------|-----------------------------------------------------------------|--------------------------|
| Every 3 Months  | Replace HVAC filters (Prevents 80% of A/C motor burnouts)       | [ ] Done Date: ____/____ |
| Every 6 Months  | Test GFCI outlets & flush 1 gallon from water heater tank       | [ ] Done Date: ____/____ |
| Every 12 Months | Inspect roof flashing, clear gutters & clean dryer exhaust vent | [ ] Done Date: ____/____ |

SECTION IV: CONTRACTOR CARD & PHYSICAL POCKET SLEEVE ZONE

**Vinyl Card Sleeve & Receipt Pocket Section:** Insert physical contractor cards (Plumber, Electrician, Roofer, HVAC) and warranty receipts in the plastic sleeves attached behind this page.