

RESIDENTIAL HQ

SIGNATURE HOMEOWNER HANDBOOK



123 MARKET STREET

Sandy Shores, Ontario

PREPARED FOR

Jordan and Avery Bennett

Presented by Mary Max,
Remax Brokerage

THE RECORD OF YOUR HOME

Home At-a-Glance

The information about your home you are most likely to need quickly, gathered in one place.

Property	123 Market Street, Sandy Shores
Homeowners	Jordan and Avery Bennett
Year Built	1987
Home Type	Detached house
Main Water Shutoff	Basement East Utility Room Wall.
Electrical Panel	Basement West Utility Room Wall
Main Gas Shutoff	North Exterior Wall of Home
Home Systems	Natural gas, Furnace, Central air conditioning, Municipal water, Municipal sewer, HRV / ERV
Appliances	Refrigerator, Dishwasher, Range / Stove, Washer, Dryer
Furnace Filter	1x16x24

RESIDENTIAL HQ TIP

Keep this page easy to find. Update it whenever an important home system or service changes.

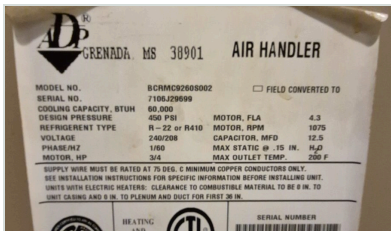
Equipment & Systems

Keep the important identification, service and operating information for your home's equipment together.

Furnace



Equipment



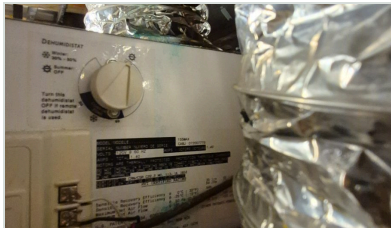
Model / Serial Label

Manufacturer	Lennox
Model	584G7T2
Serial Number	2547869853111
Filter	1x16x24

HRV / ERV



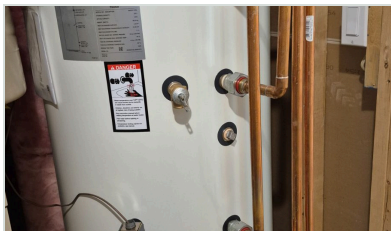
Equipment



Model / Serial Label

Manufacturer	LifeBreath
Model	45985
Serial Number	7895423254
Filter	Reusable

Water heater



Equipment

TIVAICO	
ARTICLE NO. / DESCRIPTION:	SINGLE COIL
STORAGE CAPACITY:	250 L
ACTUAL CAPACITY:	248 L
WEIGHT EMPTY:	65,00 kg
HEAT EXCHANGER SURFACE:	1,20 m²
HEAT EXCHANGER TRANSFERENCE CAPACITY:	51,00 kW
HEAT EXCHANGER VOLUME:	7,1 L

Model / Serial Label

Manufacturer	Giant
Model	989894994
Serial Number	084084TRR05059

Appliances

Key appliance information, installation details, warranties and reference photos.

Refrigerator	
Manufacturer	LG
Model	yui98767
Serial Number	789845125888
Install Date	January 12, 2021
Warranty	8 Yr Warranty
	

Dishwasher

Manufacturer	LG
Model	YOI756789
Serial Number	8445132656666
Install Date	April 6, 2021
Warranty	5 year Warranty



Range / Stove

Manufacturer	LG
Model	8884H784-01
Serial Number	76566452258999
Install Date	February 3, 2019
Warranty	10 Yr Warranty
Notes	Manufacturers Label Not Visible



Washer

Manufacturer	Maytag
Model	8874J8594
Serial Number	46K58742555
Install Date	October 16, 2021
Warranty	5 Yr Warranty



Dryer

Manufacturer	Maytag
Model	8837366633
Serial Number	4566852557
Install Date	October 16, 2021
Warranty	5 Yr warranty



Maintenance

Ongoing maintenance tasks, service history and important due dates.

Furnace Filter	
Category	HVAC
Frequency	Monthly
Last Completed	August 12, 2026
Next Due	September 12, 2026
Service Provider	Shoreline HVAC Services
Notes	Check Furnace filter monthly and change as required.

Clean HRV Filter	
Category	HVAC
Frequency	Monthly
Last Completed	September 7, 2026
Next Due	October 7, 2026
Service Provider	Homeowner or Handyperson

Projects & Improvements

Renovations, upgrades, improvements and supporting records for the home.

Deck Resealing	
Completion Date	June 26, 2023
Contractor	Decks R Us
Cost	2500.00
Description	Resealing deck surface and repair of wood in 2 locations.

Important Contacts

Contractors, service providers and other important contacts for the home.

Steven Brown	
Category	HVAC contractor
Company	Shoreline HVAC
Phone	555-867-5309
Email	sbrown111@mailing.com
Website	www.hvac

Dave White	
Category	Electrician
Company	Inlet Electrical
Phone	555-857-6308

Documents & Warranties

Important documents, warranties, manuals and records associated with the home.

Warranty	
Description	Refrigerator

Warranty	
Description	Dishwasher Warranty
Issue Date	March 16, 2026
Expiry Date	November 9, 2031

When You Sell

Helpful reminders to prepare this home for its next owner.

Gather warranties and manuals

Status To Do

Update equipment information

Status To Do

Update renovation/project history

Status Completed

Confirm utility information

Status To Do

Gather permits and approvals

Status Completed

Record paint colours and finishes

Status To Do

Update contractor contacts

Status To Do

Identify keys/remotes/access codes to transfer

Status Completed

Review important home locations

Status Completed

Prepare Residential HQ for the next homeowner

Status To Do

Your Realtor

Your real estate professional and a trusted resource for your homeownership journey.



Mary Max

Brokerage	Remax Brokerage
Phone	555-589-8974
Email	mary.max@mailing.ca
A Message From Your Realtor So happy to see you both in your dream home. Congratulations! This handbook is a little something I put together to help you as new homeowners. I hope you like it and that it will be helpful for you as you enjoy your new home! Please reach out anytime you have any questions. I am so happy for you!	