LIVING NEAR DURHAM NC

Home Record Keeper



A simple place to keep the details you will want to find again.

This home

Started on

Last updated

Start with what you have

Add one receipt, one service contact, and the date of your most recent repair. You can fill in the rest as you go.

1 Print and keep

Use a folder or binder. Print extra record pages whenever you need them.

2 File the proof

Keep receipts, manuals, photos, and permits behind the matching pages or in a private digital folder.

3 Leave room for unknowns

Write “approximate” or “unknown” when needed. Update a detail when you find the record.

RE/MAX Premier

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Keep completed pages private. Do not record passwords, access codes, or account numbers.

Repairs and improvements

A fresh coat of paint counts, too. Save the receipt and a few before-and-after photos when helpful.

RECORD 1

What changed and where in the home

Completed date

☐ Known
☐ Approximate

Cost paid

Contractor or DIY

Receipt / photos stored in

Permit / related documents stored in, if applicable

RECORD 2

What changed and where in the home

Completed date

☐ Known
☐ Approximate

Cost paid

Contractor or DIY

Receipt / photos stored in

Permit / related documents stored in, if applicable

Record what you know, not what you assume. A receipt or this log alone does not establish permit status, code compliance, condition, or added value.

Home systems and upkeep

Use the equipment manual or a qualified service provider for the right care schedule for your home.

System / appliance and location

Installed date or approximate age

Brand / model

Filter size / part / useful detail

Next service and when recommended

System / appliance and location

Installed date or approximate age

Brand / model

Filter size / part / useful detail

Next service and when recommended

Service log

Date	System and work done	Next due / source

Ideas to include: heating and cooling, water heater, appliances, and well or septic service if your home has them. Print another copy for more systems.

The paperwork worth keeping

Check what you have, then note where it lives. A folder name is enough; keep original documents and backups private.

- ☐ Repair and improvement receipts
- ☐ Equipment manuals and warranties
- ☐ Service reports and maintenance records
- ☐ Paint colors, finishes, and product labels
- ☐ Permits and completion records, if applicable
- ☐ Surveys and other property documents
- ☐ Well / septic records, if applicable
- ☐ Lake / dock documents, if applicable

Document index

Item or document	Where I can find it

For a warranty, note the covered item and keep the terms, purchase receipt, and any registration confirmation together. Check the actual terms for coverage and transfer rules.

Before sharing records, remove private information. These pages organize records; they do not verify property rights or replace professional advice or required disclosures.

People and details to remember

Keep the providers you have used and the small details that save another search later. Listing a contact is not an endorsement.

Service / trade

Company / contact

Phone / email

Last used

What they worked on / useful note

Service / trade

Company / contact

Phone / email

Last used

What they worked on / useful note

Service / trade

Company / contact

Phone / email

Last used

What they worked on / useful note

One detail I always forget

The wall paint color, filter size, odd-size bulb, or where the spare part is stored.

A once a year catch up

Pick a month that is easy to remember. Keep the old pages so your home's history stays together.

Year _____ Reviewed on _____ Next review _____

- ☐ Add this year's repairs, improvements, and service visits.
- ☐ Match loose receipts and photos to their records.
- ☐ Update service contacts and equipment details.
- ☐ Check warranty terms and upcoming service recommendations.
- ☐ Back up digital records in a private place.

What needs attention next

Task / question to check _____ Target date _____

Task / question to check _____ Target date _____

This is a record keeper, not a home inspection or a complete maintenance checklist. For concerns about safety, condition, or legal requirements, consult the appropriate professional.