

*SouthView Properties*  
**Homeowner Manual**

---

**Home Owner Orientation**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_

Lot/Sub: \_\_\_\_\_ Address: \_\_\_\_\_

Day Phone He/She: (\_\_\_\_) \_\_\_\_\_ Evening Phone He/She:  
(\_\_\_\_) \_\_\_\_\_

**Garage**

- Breaker Panel
- degrees.
- Vents-DO NOT COVER
- How & when to change the filter
- A/C condensation line
- glass, safety
- Water heater: pilot light, pop-off valve, temperature safety.
- control, pop-off valve explain thermal coupler
- Main water shutoff
- Stress cracks in slab
- GFCI circuit NOT FOR FREEZER or opener
- Demonstrate gas pilot procedures, if applicable
- Air Exchange System, Fresh Air Return

**Kitchen/Nook**

- Keep countertop & wood selfedge dry
- Garbage Disposal: clean blades w/ice cubes, freshen with baking soda or citrus rinds, avoid stringy items
- Demonstrate how to clean aerator

**Bedrooms**

- Check switched outlet
- warranty
- Adjustable registers
- Shelving

**Bathrooms**

- gets very hot
- Water saving features
- maintenance item
- Shower: diverter, enclosure (recommend squeegee)
- Water shut off: toilet & sink
- changes or
- Countertops, caulk, grout (maintenance)
- Jetted tub access & overflow

**Attic Access**

- frame (72
- Caution-walking in attic: disturbs insulation, stepping through the ceiling, not for storage
- Can see daylight through required vents

**Thermostat**

- Settings & basic operation calibration w/in 5 degrees.
- Adjust vents to regulate zone temperatures
- Living Room/Family Room
- Fireplace: GAS: pilot light, shut-off, discuss information WOOD: demonstrate damper & For atmosphere- inefficient as a heat source
- Odor when new or after being used

**Exterior**

- Property boundaries
- Water meter & street shutoff
- Gas meter & main shutoff
- Telephone connection
- Cable TV connection
- Final Grade
- Backfill Settlement
- Outside faucet protection, remove hoses
- Deck Care: Seal to prevent water penetration
- Drainage: erosion excluded from limited
- Slope & swales
- Landscaping, retaining walls, liability
- Caution: direct vent fireplace exhaust cover
- Caulking exterior trim & siding as a
- Protection of exterior concrete slabs
- Homeowner association design review for

**Others**

- Explain warranty service request forms-time
- hours)
- Emergency numbers (what is an emergency)
- Exclusions
- Extended warranties
- Winter weather

Time Frame: **Within 5-10 business days the appropriate trade contractor will contact you during normal business hours.**

**The trade contractor will set an appointment, Mon-Fri, 7 a.m.-4p.m., to inspect/repair any deficient items noted below.**

We will contact you at the 11th month to set an appointment to address any warranty items that may have arisen during the first year. Settling related issues will be repaired at the end of the first year (i.e. sheet rock cracks, nail pops, etc.

Info on 60 day Warranty Procedure.

Sheet rock cracks greater than 1/8th inch may be repaired before the 11th month. All other drywall issues will be addressed in the

*SouthView Properties*  
**Homeowner Manual**

---

11<sup>th</sup> month. We will fax the drywall company a work order requesting them to contact you and set an appointment to repair any

Splits/cracks/pops related to settling. Any damage by the homeowner will not be covered under our limited warranty.

Work to be completed: Trade contractor/Supplies

---

---

---

---

---

Customer agrees that all repair items have been completed and meet or exceed builders standard of quality as demonstrated by the model home. Any repair items that have not been completed are listed above. All repair items should be completed within three weeks. (Some products may require up to six weeks for shipping, handling & manufacturing time.)

---

Buyer

Date

Buyer Date

---

Warranty Manager

Date