EVERYDAY TOOL 02 · HOMEOWNERS

Homeowner Planner

Keep routine home tasks and project quotes in one place.

Property snapshot

PROPERTY NICKNAME / CITY

PLANNING YEAR

MAIN PROJECT OR CONCERN

Seasonal home check-in

Choose tasks that fit your home. Use qualified professionals for work that requires them.

SPRING

DATE / NOTES

- [ ] Walk the exterior and note damage or drainage concerns.
- [ ] Check windows, screens, and outdoor areas.
- [ ] Plan any maintenance or repair quotes.

SUMMER

DATE / NOTES

- [ ] Review cooling and ventilation needs.
- [ ] Look for visible plumbing leaks or moisture.
- [ ] Schedule exterior work in safe conditions.

FALL

DATE / NOTES

- [ ] Clear leaves from safe, accessible areas.
- [ ] Check doors, weather seals, and outdoor fixtures.
- [ ] Prepare a cold-weather maintenance list.

WINTER

DATE / NOTES

- [ ] Track drafts, leaks, or heating concerns.
- [ ] Check alarm test dates and replace batteries as needed.
- [ ] Plan spring projects and gather written estimates.

For planning only. This checklist does not inspect a property or replace a contractor, inspector, or service provider.

Compare Project Quotes

Collect clear written scopes before choosing a provider.

Project and timing

PROJECT

TARGET START DATE

Ask every provider to price the same scope so the estimates are easier to compare.

PROVIDER	WORK INCLUDED	TOTAL PRICE	CREDENTIALS	START / FINISH	FOLLOW-UP

Questions before you choose

- What exactly is included and excluded from this price?
- Who will do the work, and who handles permits if needed?
- What is the payment schedule, warranty, and change-order process?
- Can you send the scope and terms in writing?

Provider credentials, insurance, licensing, permits, pricing, and work terms vary by job and location. Verify details with the appropriate local sources and the provider before signing.