

HIGHLAND

Homebuyer Orientation Checklist

Homebuyer(s) Prin Date 9/29/11
Address 8734 Houston Bay
Community Copper Lakes Highland Homes Manager Rias Lewis

INTERIOR

Kitchen

- 1. Instruction booklets for appliances, warranty papers, and miscellaneous information
- 2. Appliance operations (explain features and benefits)
 - a. Dishwasher
 - b. Range/Oven
 - c. Cooktop/Downdraft (explain filter maintenance)
 - d. Disposal
 - Explain reset button
 - How to un-jam with key or wooden spoon
 - What can and cannot be put in disposal (no potato peels or pasta)
- 3. Sink operation
- 4. Shut-off valves
- 5. Aerator cleaning
- 6. Air gaps
- 7. Avoid placing hot objects on countertop or under wall cabinets and do not allow water to stand on seams
- 8. Operation and maintenance of cabinets (point out concealed hinges, tilt drawers, solid oak fronts, etc.)
- 9. Explain GFI circuit

Entry

- 1. Front door maintenance and weatherstripping
- 2. Explain maintenance of flooring
- 3. Explain security system
- 4. Doorbell operation

**Please mark N/A if home does not include feature on check list.*

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Bedrooms

- 1. Demonstrate how to unlock privacy knobs
- 2. Check all closet doors, knobs, rods, shelves, etc.
- 3. Explain switches (blocking for fans)
- 4. Point out convenience of plug locations
- 5. Explain arch fault protectors

Family Room, Living Room, Dining Room

- 1. Explain which plugs are controlled by a switch
- 2. Explain the operation of fireplace
 - a. Damper operation
 - b. Gas log lighter
 - c. No fire starter logs
- 3. Explain the operation of the ceiling fan
- 4. Identify tech drops

General Items

- 1. Windows
 - a. Explain window operation, Low E glass and warranty
 - b. Stress cracks and condensation
- 2. Paint and drywall
 - a. Maintenance and touch-up is the responsibility of the homebuyer
 - b. Touch-up kit provided (explain its use and ensure proper labeling)
 - c. Wall paint cannot be washed, enamel can be washed
 - d. How to repair nail pops
- 3. HVAC
 - a. Thermostat(s) location, operation, and instruction manual
 - b. Do not set lamps next to thermostat
 - c. Location of return air grills (do not block)
 - d. Always check circuit breakers and attic switches first if system does not work before calling air conditioning contractor
- 4. Electrical
 - a. Smoke detectors/carbon monoxide detectors
 - Explain batteries
 - Check operation every 30 days
 - b. Light fixtures (note maximum 60 watt bulb is typical)
- 5. Structured wiring
 - a. Explain panel
 - b. Conduit for future accessibility
 - c. Prewire for satellite
 - d. Future capabilities (computer networking, video cameras, etc.)

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Bathrooms

1. Point out features of Moen faucets (pressure balancing valves. Life Shine finish. lifetime parts warranty)
2. Explain not to use abrasives on plumbing fixtures - damp cloth only
3. Instruction on use of tub jets, use bleach every month
4. Show GFI location
5. Show location of cut-off valves for commodes or vanities
6. Explain how to maintain the tile grout in corners of tubs and showers
7. Clogged drains are only warranted for 90 days. We use a remote camera to check lines prior orientation.

Attics

1. Furnace location and operation
2. Furnace filter size, location, and air flow direction; **Change filter per manufacturer's specifications**
3. Light switch location
4. Furnace switch location
5. Gas shut-off location
6. Water heater location, vent and pop-off valve (explain settings)
7. Attic vents/baffles/soffitt vent locations and purpose
8. Insulation

Garage

1. Explain how to operate garage door. Note that installation of a garage door opener by anyone except the original garage door contractor will void the warranty.
2. Water heater location, vent and pop-off valve - explain settings
3. Show location of breaker box and operation
4. Show location of sprinkler system control box and demonstrate

EXTERIOR

Grading and Landscaping

1. Point out property boundaries and easements
2. Explain drainage around house and purpose of swales. Swales will be soft and wet. Grading has been established so that water drains positively away from the house and off the site. Severe foundation problems may result by altering drainage patterns.
3. Maintaining the established drainage patterns and prevention of erosion is the responsibility of the homebuyer. Sunken utility lines not warranted after 30 days.
4. Maintain even moisture content around home to avoid shifting of foundation
5. Carefully regulate automatic sprinkler systems. Generally sprinklers do not need to be run every day.
6. Full gutters and surface drains (if applicable)
7. Fencing
8. Discuss impact of future construction nearby. Home construction will be noisy, dirty, and inconvenient. We apologize in advance.

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Plumbing

- 1. Location of water meter
- 2. Location of sprinkler, double check box
- 3. Location of water shut-off and operation
- 4. Clean out locations (sewer & plumbing) and purpose
- 5. Location of pop-off line for water heater
- 6. Gas meter location and cut-off
- 7. Location of hose bibs (remove hose in freezing conditions)
- 8. Frozen pipes are not warranted (refer to homebuyer's manual for prevention)

Heating and Air Conditioning

- 1. Location of A/C secondary drains and purpose (periodically maintain with bleach)
- 2. Location of A/C compressors and electrical disconnect boxes

Electrical

- 1. Show approximate location of underground lines
- 2. Location of exterior GFI plugs

Concrete

- 1. Cracks in concrete will occur. They are not an indication of a construction deficiency and will not impair the intended use of the concrete surface.

Brick

- 1. Purpose of weep holes — do not fill them in
- 2. Purpose of brick expansion joints
- 3. Cracks and chips are common to brick and are not a sign of a defect

Paint and Cornice

- 1. Explain maintenance of exterior caulking (check each year)
- 2. Explain maintenance of front door finish (check each year)

Warranty Program

- 1. Homeowner Manual
- 2. Customer service procedure for service
- 3. Consolidate product and warranty manuals into one drawer
- 5** 4. Provide phone list of mechanicals
- 5. Homebuyer Warranty (explain blue residential warranty booklet)
 - a. One Year - Functional operation
 - b. Two Year - Major mechanical operation
 - c. Five Year - HVAC warranty
 - d. Ten Year - Structural

Address

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DP

Conclusion

- 1. Schedule pre-settlement meeting
Date _____ Time _____
- 2. Confirm closing and key pick up
Date _____ Time _____
- 3. Demonstrate and explain the importance of the homebuyer questionnaire
(review sample)
- 4. Explain how the Affidavit of Acceptable Completion is used at the pre-settlement meeting to memorialize any issues or concerns that still exist just prior to closing

My builder has completed my Homebuyer Orientation

Homebuyer X Homebuyer _____
Highland Homes Manager [Signature] Date 9/29/09

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