



HOME HANDOVER GUIDE

[Community / Neighborhood] Home

Prepared for the New Homeowner

Property Address: [FULL PROPERTY ADDRESS]

Closing / Handover Date: [DATE]

Seller: [SELLER NAME]

Buyer / New Homeowner: [BUYER NAME]

Important Note: Appliance manuals and other available home documents will be left at [LOCATION].

Utilities & Recurring Services

The accounts and service providers below are set up for the home. Contact each provider directly to establish new service in your name (or confirm continuation, where noted).

Pool Equipment

Equipment / Brand: [e.g., Hayward]

Transfer Instructions: [Who will contact the manufacturer/provider and what the new owner needs to do.]

Account / Equipment Information: [MSP ID, account number, serial number, etc., if applicable]

Washer / Dryer

Type: [Electric / Gas / Other]

Brand / Model: [BRAND / MODEL]

Notes: [INSTALLATION / CONNECTION DETAILS]

Lawn Care

Company: [COMPANY NAME]

Phone: [PHONE]

Typical Cost: [\$___ per visit / month]

Notes: [SERVICE FREQUENCY / OTHER DETAILS]

Pest Control

Company: [COMPANY NAME]

Phone: [PHONE]

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Cost: [\$___ every ___]

Notes: [SERVICE DETAILS]

Pool Maintenance

Company: [COMPANY NAME]

Phone: [PHONE]

Cost: [\$___ per visit / month]

Notes: [SERVICE DETAILS]

Water Softener

Provider / Brand: [PROVIDER / BRAND]

Contact: [CONTACT NAME]

Address: [ADDRESS]

Phone: [PHONE]

Cell: [CELL]

Toll Free: [TOLL-FREE NUMBER]

Email: [EMAIL]

Notes: [SERVICE / ACCOUNT DETAILS]

Internet

Provider: [PROVIDER]

Account / Transfer Notes: [DETAILS]

Security System

Provider: [PROVIDER]

Account / Transfer Notes: [DETAILS]

Smart Home Device Transfers

The home includes several connected smart-home systems, each tied to an account. Before closing, the seller should disconnect or release applicable devices so they can be re-paired under the new owner's account. Details for each system are below.

1. [SMART HOME SYSTEM / BRAND]

App: [APP NAME / iOS / ANDROID]

Seller Steps: [REMOVE / UNLINK / UNREGISTER STEPS]

New Owner Steps: [DOWNLOAD APP / CREATE ACCOUNT / ADD DEVICE STEPS]

Support: [SUPPORT EMAIL / PHONE / WEBSITE]

Notes: [SPECIAL REQUIREMENTS / DEVICE ID / RESET INFORMATION]

2. [SMART HOME SYSTEM / BRAND]

App: [APP NAME]

Seller Steps: [STEPS]

New Owner Steps: [STEPS]

Support: [CONTACT INFORMATION]

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Notes: [SPECIAL REQUIREMENTS]

3. [SMART HOME SYSTEM / BRAND]

App: [APP NAME]

Seller Steps: [STEPS]

New Owner Steps: [STEPS]

Support: [CONTACT INFORMATION]

Notes: [SPECIAL REQUIREMENTS]

4. [SMART HOME SYSTEM / BRAND]

App: [APP NAME]

Seller Steps: [STEPS]

New Owner Steps: [STEPS]

Support: [CONTACT INFORMATION]

Notes: [SPECIAL REQUIREMENTS]

5. [SMART HOME SYSTEM / BRAND]

App: [APP NAME]

Seller Steps: [STEPS]

New Owner Steps: [STEPS]

Support: [CONTACT INFORMATION]

Notes: [SPECIAL REQUIREMENTS]

Additional Home Information

HVAC / Thermostat: [ENTER DETAILS]

Garage / Garage Door: [ENTER DETAILS]

Pool / Spa: [ENTER DETAILS]

Sprinkler / Irrigation: [ENTER DETAILS]

Water Shut-Off: [ENTER DETAILS]

Electrical Panel: [ENTER DETAILS]

Gas / Utility Shut-Off: [ENTER DETAILS]

Trash / Recycling: [ENTER DETAILS]

HOA / Community Contact: [ENTER DETAILS]

Warranties: [ENTER DETAILS]

Other Important Information: [ENTER DETAILS]

Important Transfer Reminder

Tip: Where a call to a manufacturer or service provider is required, schedule it before closing where possible. Some account transfers or device releases may take several business days to process.

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