



HOME & WARRANTY INFORMATION

Fill this page out once and keep it with every copy of the workbook and your permanent home records.

BUYER NAME(S)	PROPERTY ADDRESS
DEALER	DEALER CONTACT
MANUFACTURER / BRAND	MODEL / FLOOR PLAN
SERIAL NUMBER	DATE DELIVERED
DATE SETUP COMPLETED	DATE TRIM-OUT COMPLETED
WARRANTY START DATE	WARRANTY DEADLINE
SERVICE DEPARTMENT	SERVICE PHONE
SERVICE EMAIL / PORTAL	THIRD-PARTY INSPECTOR

SAVE THESE IDENTIFYING RECORDS

- ☐ HUD Label photographed on every home section
- ☐ Approved home order and option sheet saved
- ☐ Dealer, manufacturer, and service contacts saved
- ☐ Interior Data Plate photographed and readable
- ☐ Warranty documents and deadlines saved
- ☐ Closing, installation, and inspection records saved



HOW TO USE THIS WORKBOOK

1. WORK ONE ROOM AT A TIME

- ☐ Finish one room or area before moving to the next.
- ☐ Use one room page for each area; print another copy if a room has more than 15 issues.

2. NUMBER EVERY ISSUE

- ☐ Write the next continuous item number on masking tape and place it beside the problem.
- ☐ Write the same number in the room-page row. Do not restart numbering in each room.

3. WRITE AND RECORD

- ☐ Write a clear description, take one close photo and one wider photo, then record video when useful.
- ☐ Say the room name and item number aloud during the room walkthrough.

4. ORGANIZE BY ROOM

- ☐ Create a folder for every room or area and place its photos and videos inside.
- ☐ Keep the written punch list in the main folder and make sure the tape number is visible in images.

5. SUBMIT AND TRACK IN WRITING

- ☐ Use email, Google Drive, or the dealer's service portal as requested and ask for receipt confirmation.
- ☐ Follow phone calls with a short email and keep every item open until you personally verify the repair.

IMPORTANT

Do not enter an unsafe crawlspace or perform technical testing beyond your ability. Use a qualified inspector or service professional when needed.



LIVING ROOM

ROOM / AREA

Living Room

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



KITCHEN

ROOM / AREAKitchen

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



DINING ROOM

ROOM / AREA

Dining Room

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



PRIMARY BEDROOM

ROOM / AREAPrimary Bedroom

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BEDROOM 2

ROOM / AREABedroom 2

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BEDROOM 3

ROOM / AREABedroom 3

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BEDROOM 4

ROOM / AREABedroom 4

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BATHROOM 1

ROOM / AREA

Bathroom 1

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BATHROOM 2

ROOM / AREA

Bathroom 2

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



BATHROOM 3

ROOM / AREA

Bathroom 3

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



LAUNDRY / UTILITY ROOM

ROOM / AREA

Laundry / Utility Room

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



HALLWAY / ENTRY

ROOM / AREA

Hallway / Entry

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



EXTERIOR / ROOF

ROOM / AREA

Exterior / Roof

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



UNDER THE HOME

ROOM / AREAUnder the Home

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



OTHER ROOM / AREA 1

ROOM / AREA NAME

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



OTHER ROOM / AREA 2

ROOM / AREA NAME

DATE INSPECTED

☐ VIDEO DONE

☐ FOLDER

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ROOM NOTES / FOLLOW-UP



10-11 MONTH WARRANTY REVIEW

If your home has a one-year warranty, start this review around month ten so you have time to report covered concerns before the deadline.

REVIEW START DATE

WARRANTY DEADLINE

☐

Every room and closet reinspected

☐

Doors, windows, cabinets, and drawers checked

☐

Walls, ceilings, floors, trim, and marriage line checked

☐

Plumbing operated and visible leaks checked

☐

Lights, outlets, fixtures, appliances, and HVAC checked safely

☐

Exterior siding, trim, doors, windows, and visible seams checked

☐

Under-home area checked safely for leaks, moisture, loose material, or movement

☐

New full video walkthrough recorded

☐

Current photographs taken

☐

New numbered punch list created

☐

Covered concerns submitted in writing before the deadline

☐

Written receipt confirmation saved

REMEMBER

Coverage and deadlines vary. Read the warranty for your exact home. This workbook organizes records but does not decide whether an item is covered.