ROOM BY ROOM · PAPERS AND RECORDS

How to Organize the Home Binder

How to collect your home's papers, warranties and service contacts in one binder.

WHERE TO START

Start with homeowner's insurance and any ongoing service contracts.

WHAT YOU'LL NEED

- ☐ A three-ring binder
- ☐ Sheet protectors
- ☐ Section dividers

BEFORE YOU BEGIN

Put the time on your calendar like any other appointment. Give it one unhurried sitting at the kitchen table.

The method

1. **Gather the house papers**
   Homeowner's insurance, service contracts and anything about the house itself.
2. **Add warranties and manuals**
   Especially for big appliances.
3. **Collect your service providers**
   Cards and paperwork from everyone who has worked on your home.
4. **Sort into sections**
   One section per type of paper.
5. **Put it in a binder**
   A three-ring binder with sheet protectors keeps everything together.
6. **Make a one-page directory**
   List everything on the first page, so you can find it at a glance.

Good to know

Service contracts

Cleaning, gardening, pest control, snow removal, furnace and AC, dryer vent.

Manuals for the big things

Washer, dryer, fridge, water heater: keep the manual and warranty together.

Everyone who's worked here

Painters, carpet cleaners, roofers, HVAC, yard help.

KEEP IT THAT WAY

Update the binder each time you hire someone to work on your home.

ONE THING TO REMEMBER

The day something breaks is the day this binder pays for itself.

YOUR CHECKLIST IS ON THE NEXT PAGE

More tips and photos in the full post: read it here

The Home Binder Checklist

STARTED _____ DONE _____

- [ ] Gather the important documents about your home, like homeowner's insurance paperwork and any ongoing maintenance contracts.
- [ ] **Examples:** house cleaning, gardening, pest control, snow removal, fertilizing, window washing, furnace and AC, dryer vent and fireplace cleaning.
- [ ] Gather all your warranties and instruction manuals, especially for big appliances.
- [ ] Collect the cards and paperwork from any companies or people who have worked on your home: painters, carpet cleaners, yard help, HVAC, roofers.
- [ ] Put all these sections of documents together in a three-ring binder filled with sheet protectors.
- [ ] Want to go the extra mile? List everything on one page to create a directory.
- [ ] Review and update this binder every time you hire a home service, to keep it organized.

NOTES

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