New Homeowner Information

Helpful Information for a Smooth Transition

Please complete this form to provide important details about the home for the new owner. This helps ensure a seamless transition after closing.

Access & Entry

Garage Door Code: _____ Number of Garage Door Openers: _____
Front Door Code: _____ Number of House Keys Provided: _____
Mailbox Number: _____ Number of Mailbox Keys Provided: _____
□ HOA Documents Provided

Utility Providers

Electric
□ Jacksonville Electric Authority (JEA) – 904.665.5000 – www.jea.com
□ Florida Power & Light (FPL) – 1.800.226.3545 – www.fpl.com
□ Beaches Energy Services – 904.247.6241 – www.beachesenergy.com
Other: _____

Natural Gas
□ TECO Peoples Gas – 877.832.6747 – www.peoplesgas.com
□ Sawyer Gas – 904.296.8600 – www.sawyergasfl.com
Other: _____

Water & Sewer
□ Jacksonville Electric Authority (JEA) – 904.665.5000 – www.jea.com
□ St. Johns County Utility Department – 904.209.2700 – www.sjcfl.us/utilities
Other: _____

Internet / Phone
□ AT&T – 866.620.6000
□ Comcast – 800.266.2278
Other: _____

Television / Cable
□ AT&T – 866.620.6000
□ Comcast – 800.266.2278
Other: _____

Garbage & Recycling

Garbage Pick-Up Day: _____
Yard Waste Pick-Up Day: _____
Recycling Pick-Up Day: _____

Service Providers

Alarm / Security: _____
Backflow Service / Inspection: _____
HVAC Provider: _____
Garage Door Service: _____
General Contractor: _____
Lawn Maintenance: _____
Pest Control: _____
Pool Maintenance: _____
Termite Bond Company: _____
Tree Trimming: _____

System Information & Maintenance Notes

Irrigation System

□ Operating Manual Provided □ Warranty
Recommended Watering Days: SU M TU W TH F SA Notes: _____

HVAC System

□ Operating Manual Provided □ Warranty
Notes: _____

Water Softener System

□ Operating Manual Provided □ Warranty
Notes: _____

Pool System

□ Operating Manual Provided □ Warranty
Notes: _____

Appliances

(Refrigerator, Stove, Oven, Microwave, Dishwasher, Washer/Dryer, Garbage Disposal)
□ Operating Manuals Provided □ Warranty
Notes: _____

Other Systems
Notes: _____

Helpful Tip: We recommend taking a photo of this completed document for your records and easy access after closing.