



**KNOWLEDGE BASE**  
KnowledgeBaseFL.com



# WELCOME HOME

*KEEP YOUR IMPORTANT HOME DOCUMENTS IN ONE PLACE*

239-977-5642 | [OFFICE@KNOWLEDGEBASEFL.COM](mailto:OFFICE@KNOWLEDGEBASEFL.COM)

# THANK YOU SO MUCH!

I've really enjoyed our time together.

We want to take a moment and say thank you for putting your trust in us and The Knowledge Base team. We enjoyed not only working with you but also getting to know you personally.

We know that this process can be not only stressful but emotional as well. We strive to be there when you need us and help you through to the end...and beyond! We are not only your Realtor for this process but we hope to carry our friendship past that. This packet outlines how we can still stay in contact and continue our relationship. We have also include a quick survey that will help us better ourselves and our process.

Again, thank you so much for your trust in us.



**KEVIN BARTLETT**

TEAM LEAD

239-977-5642

Office@KnowledgeBaseFL.com

www.KnowledgeBaseFL.com



# WHAT TO EXPECT NEXT

Here are ways you can continue to work with us and stay in touch.

1

## SEND US REFERRALS

We hope you enjoyed your time with us and the ultimate compliment is when you send us your friends and family. Just as we did with you, we will treat them with the utmost respect and help them start their next chapter.

2

## WATCH FOR OUR NEWSLETTERS

We do send out a monthly newsletter and if you haven't already been added to the list, you will start receiving it soon. It spotlights our latest listings, and gives great homeowner advice, and community news.

3

## OUR COMMUNITY EVENTS

Being a part of the community is very important to us. We don't want to just work and live here, but also give back. We hope you will be able to stop by and join us for the many community events we host throughout the year.

4

## OPEN HOUSES

Open houses are still very popular. We hold them several times a month and if we are ever in your neighborhood we hope you pop by and say hello!

5

## SOCIAL MEDIA

Last but not least, you can always find us very active on social media. We love showcasing the latest events, great homeowner tips, and what we have been up to. Please find us and leave us a comment to say hi!



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# 01

## IMPORTANT CONTACT INFORMATION

It is essential that you have all the information you need for your home. Here are the contact details for utilities in your area and vendors we work with regularly. Please let us know if there is any additional information you might need.

# UTILITY CONTACTS

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ELECTRIC COMPANY-  
COLLIER & LEE COUNTY

FPL  
239-262-1322  
[www.fpl.com](http://www.fpl.com)



ELECTRIC COMPANY-  
CAPE CORAL

LCEC  
239-656-2300  
[www.lcec.net](http://www.lcec.net)



WATER COMPANY-  
LEE COUNTY

Lee County Utilities  
239-969-0247  
[www.lee-county.com/utilities](http://www.lee-county.com/utilities)



WATER COMPANY-  
COLLIER COUNTY

Collier County Utilities  
239-530-6245



CABLE COMPANY  
COLLIER & LEE COUNTY

Comcast  
1-800-266-2278  
[www.comcast.com](http://www.comcast.com)



TRASH COMPANY-  
LEE COUNTY

Gulf Disposal Inc.  
941-334-4119



TRASH COMPANY-  
COLLIER COUNTY

Waste Management of Collier County  
941-649-2212



239-977-5642

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# VENDOR RECOMMENDATIONS

The homeowner has made a few improvements to the home and also some repairs. We want to make sure you're aware and have all the information on the updates and repairs that have been completed.

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## PLUMBING

Coastal Plumbing & Mechanical Corporation  
239-643-3278  
www.coastalplumbing.com

Aztec Plumbing  
239-719-6839

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## LOCKSMITH

David Meiser  
239-839-8368

John A. Koons Locksmiths  
239-933-1511

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## POOL SERVICE

Corkscrew Pool Service  
941-500-4333

Edgewater Pools & Spas  
239-961-8379

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## CARPET/TILE CLEANING

AAAdvanced Cleaners  
239-275-0513

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## HANDYMAN

Brad Meiser  
239-839-8362

Tom Zebley  
239-913-9296

Omar Rojas  
615-987-2738

Clint Boyer  
239-745-2547

John Calabrese  
614-572-6547

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## HOUSE CLEANING

Nery Mendez  
786-516-8877

Liz Sneed  
239-692-4346

Delmy's House Cleaning  
239-321-0640

Lily's Cleaning Service  
239-465-8860

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## GARAGE DOOR

Keith's Garage Door Service  
239-398-5335

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## GLASS & MIRRORS

Builder's Glass of Bonita  
239-947-1505

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## ALUMINUM REPAIR

Ryan Connors  
239-220-6095

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## LANDSCAPING SERVICES

Antonio's Lawn Care  
239-287-6026

Thomsen & Sons Landscaping  
239-440-6194

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## PEST CONTROL

Northwest Exterminating  
239-360-4208

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## FENCING

Carter Fence Company, Inc  
239-353-4102



# 02

## HOME MAINTENANCE CHECKLIST

Homeownership is a huge investment and one that requires regular maintenance and care. Staying on top of a monthly home maintenance checklist is essential to ensuring that the time you spend living in your home is as safe and healthy as possible, in addition to keeping your home operating efficiently, mitigating risk, keeping your energy bills at a minimum, improving curb appeal and preserving or increasing your home resale value.



# MONTHLY HOME MAINTENANCE CHECKLIST

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## JANUARY

- Vacuum your refrigerator coils.
  - Change Water and Icemaker Filters
  - Clean under and behind any appliances, and in all closets.
  - Clean out the kitchen and pantry. Remove everything from the pantry, toss out stale and expired foods and wipe down the shelves before putting everything back.
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## FEBRUARY

- Check your emergency supplies.
  - Check batteries in smoke and carbon monoxide detectors
  - Check caulking and grout around sinks, showers, and tubs; repair as needed
  - Clean and vacuum curtains, window blinds, and ceiling fans
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## MARCH

- Clean gutters: make sure they are flowing properly.
- Inspect roof for damaged shingles/tiles.
- Check flashing, and re-seal as needed.
- Clean lanai, pressure wash as needed.

# MONTHLY HOME MAINTENANCE CHECKLIST

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## APRIL

- \_\_\_\_\_ Check house and garage for any rotting wood, and repair as needed.
  - \_\_\_\_\_ Check for spider eggs in lanai cage, they can duplicate easily if not cleaned.
  - \_\_\_\_\_ Check and replace any bad caulking around windows, doors, siding joints, or anywhere else needed.
  - \_\_\_\_\_ Scrape loose window glazing, and replace as needed.
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## MAY

- \_\_\_\_\_ Clean windows and their frames when installing screens. Wash and repair screens at this time.
  - \_\_\_\_\_ Check caulk or seal between house and drive, and repair as needed.
  - \_\_\_\_\_ Oil garage door tracks.
  - \_\_\_\_\_ Trim trees, bushes, and shrubs. (Wait until spring-flowering shrubs have finished blooming.)
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## JUNE

- \_\_\_\_\_ It's the start of hurricane season, be sure to stock up on supplies like water, batteries and stock your pantry.
- \_\_\_\_\_ If the house or garage doesn't need paint, wash exterior off at least once.
- \_\_\_\_\_ Look for visible signs of carpenter ants, termites, or any other destructive insects.
- \_\_\_\_\_ Rainy season is in full swing, be sure if you are a dog owner to check lawn for cane toads.

# MONTHLY HOME MAINTENANCE CHECKLIST

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## JULY

- \_\_\_\_\_ Check your circuit breakers- click each one on and off and make sure that they're functioning properly.
  - \_\_\_\_\_ Check concrete drive, sidewalks, patios, and landings for condition and level; patch cracks, level, and/or replace, as needed.
  - \_\_\_\_\_ Clean carpet and tile floors.
  - \_\_\_\_\_ Clean your disposal- freeze vinegar in an ice cube tray and drop them down the drain with your disposal on. Not only will they clean, deodorize and disinfect your disposal, but the cubes sharpen the blades, too!
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## AUGUST

- \_\_\_\_\_ Patch and seal driveway (asphalt or concrete), and concrete steps/ landings.
  - \_\_\_\_\_ Perform a plumbing check- flush all of your toilets' and run all your sinks and showers.
  - \_\_\_\_\_ Check weatherstripping on all doors and windows, and repair as needed.
  - \_\_\_\_\_ Check all areas that need to be caulked, and repair as needed.
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## SEPTEMBER

- \_\_\_\_\_ Make sure all garage floor or driveway drains are flowing properly.
- \_\_\_\_\_ Clear gutters of leaves, check for leaks, and repair as needed.
- \_\_\_\_\_ Inspect roof for loose or missing shingles, and check flashing seals; repair as needed.
- \_\_\_\_\_ Clean and reseal decks, fences, or other structures made of pressure-treated wood.

# MONTHLY HOME MAINTENANCE CHECKLIST

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## OCTOBER

- \_\_\_\_\_ Oil garage door tracks.
- \_\_\_\_\_ Prune bushes, trees, and shrubs (except spring-flowering shrubs.)
- \_\_\_\_\_ Replace your HVAC filters (you should at least do this quarterly).
- \_\_\_\_\_ Deep clean your home- while you probably clean your home on a regular basis, an annual deep clean can really help maintain your home.

## NOVEMBER

- \_\_\_\_\_ Shut off interior valves supplying outdoor water pipes to prevent them from freezing.
- \_\_\_\_\_ Check your hurricane supplies. Hurricane season ends this month, but you don't want to be low on items needed.
- \_\_\_\_\_ Repair any interior wall damage; touch up or repaint as needed.
- \_\_\_\_\_ Check and re-grout tile in all bath and kitchen areas, as needed, and apply a silicone sealer.

## DECEMBER

- \_\_\_\_\_ Replace smoke alarm batteries.
- \_\_\_\_\_ Drain your hot water heater- over time, hot water heaters can accumulate a layer of sediment, leading to clogs and malfunctions.
- \_\_\_\_\_ Clean range hood filter and fan.
- \_\_\_\_\_ Inspect and clean light fixtures, and change any lightbulbs that need replacing.



# 03

## HOME IMPROVEMENTS & UPDATES

Keeping track of your home improvements and any updates you complete while owning your home is important. This section will help you keep track of contact information along with any documents and details.

# HOME IMPROVEMENTS & UPDATES

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## HOME IMPROVEMENT:

Date Completed:

Bid For Project:

Actual Cost:

DETAILS:

COMPANY CALLED:

Contact Name:  
Phone Number:

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## HOME IMPROVEMENT:

Date Completed:

Bid For Project:

Actual Cost:

DETAILS:

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Contact Name:  
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