



POETRY LIVING
HOMEOWNER'S GUIDE



POETRY LIVING

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A Message from the President

Dear New Homeowner,

On behalf of Poetry Living, please allow me to congratulate you on the purchase of your new home. This beautifully designed development was created with people like you in mind, and is sure to enrich your lifestyle. Welcome to the neighbourhood!

Your new home has been designed and will be built with great care and pride, with an emphasis on quality construction and outstanding customer service. Our dedicated staff will do their best to ensure your experience with us is a pleasant one and that your new home will give you many years of wonderful memories.

We are pleased that you made the decision to purchase your home from Poetry Living and are certain that you will enjoy both the beauty of the area and the lifestyle it has to offer. Once again, congratulations on your new home.

Sincerely,

JOSEPH MAIO
President, Poetry Living

HOMEOWNER'S GUIDE

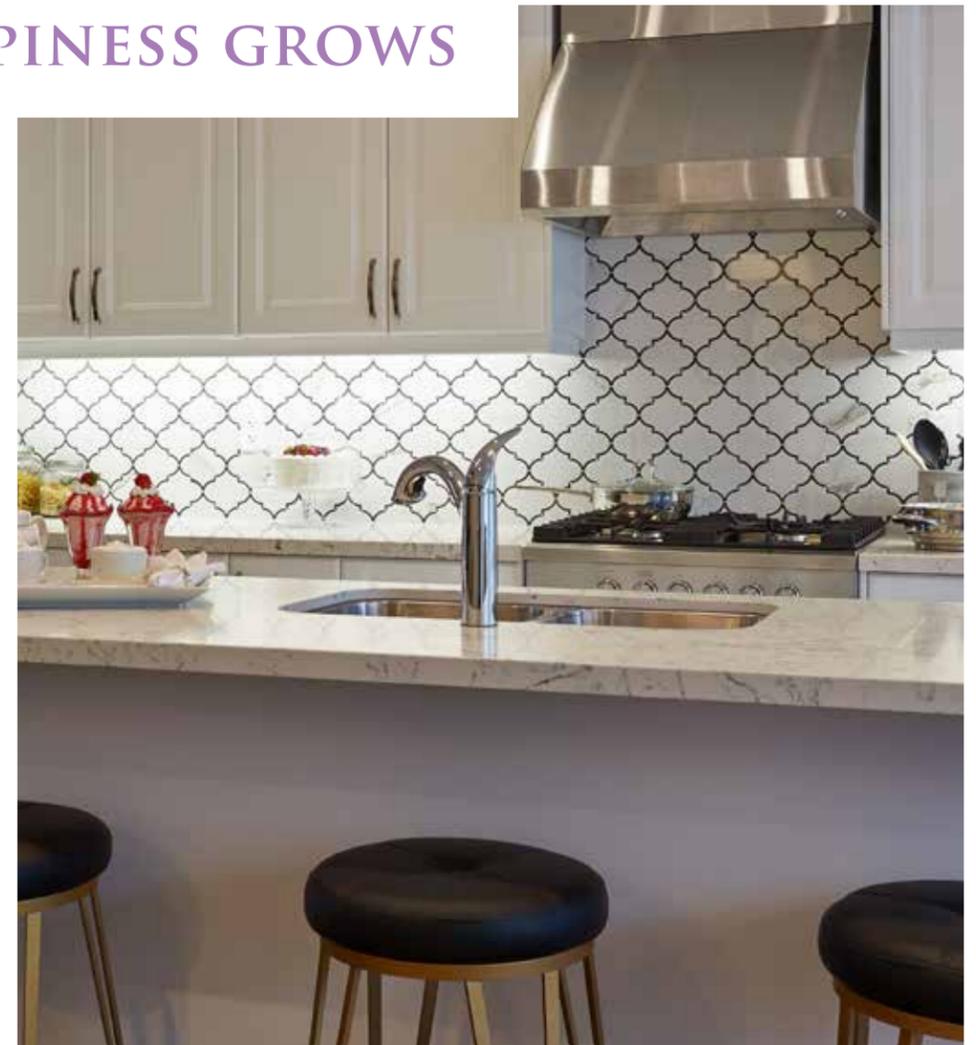
WELCOME TO
YOUR NEW HOME

POETRY LIVING

YOUR
CUSTOMER CARE

POETRY LIVING

HOME IS WHERE
HAPPINESS GROWS



Poetry Living has taken a great deal of care and pride in the construction of your new home and the multitude of building materials used in its completion. Prior to the closing of your new home, Poetry Living has made every effort to ensure your home is free of deficiencies.

Some minor deficiencies, however, may still exist. To ensure these deficiencies are serviced properly, Poetry Living has developed a step-by-step approach to direct your service inquiries.

Agreement of Purchase and Sale

After you have signed the Agreement of Purchase and Sale, the original Agreement of Purchase and Sale is sent back to your Sales Agent or Representative.

Poetry Living proceeds to apply for a building permit for your new home with the local municipality. The construction schedule is put into action, unless your home is already built as a newly completed home or is already under construction. Poetry Living proceeds to carry out all the requirements as set out in the Agreement of Purchase and Sale. The Purchaser shall also carry out his or her responsibilities as set out under the Agreement.

Financial Matters

Poetry Living is not a lending institution like a bank or trust company, so financial requirements cannot be arranged by the Builder. However, the Sales Representative will direct you to a suitable financial institution. If you have not submitted your bank draft or deposit cheques with the Agreement of Purchase and Sale at the time you made your offer, you can bring them to your Sales Representative or to our Head Office.

Legal Matters

A lawyer can arrange for title and he or she is able to verify any closing figures. Your financial institution may require copies of some of this information before the release of the funds are completed. It is recommended that you deal with a lawyer experienced in real estate matters. If you do not have a real estate lawyer, you can ask your new home Sales Representative for a referral to a real estate lawyer.



Prior to your closing date and at your earliest opportunity, you will need to provide Poetry Living with your lawyer's contact information. If the lawyer you provided to Poetry Living is no longer acting on your behalf, you will need to let the Builder know and provide your new lawyer's contact information. We will need your lawyer's contact information before closing to know whom to send your closing package.

Statement of Adjustments

The Statement of Adjustments will contain items related to your Agreement of Purchase and Sale.

Some items you will find in your Statement will include the original purchase price, HST, real estate taxes, hydro and gas connection costs, levies and other charges. Your closing cost is the amount of money that is necessary, over and above the balance due on closing of your real estate transaction, to cover adjustments. Adjustments are expenses that are apportioned. The adjustments will be reflected in a document called the Statement of Adjustments. You will receive a copy of the Statement of Adjustments from your lawyer before your closing date.

Décor Studio

Tier 1 and Tier 2 Appointments

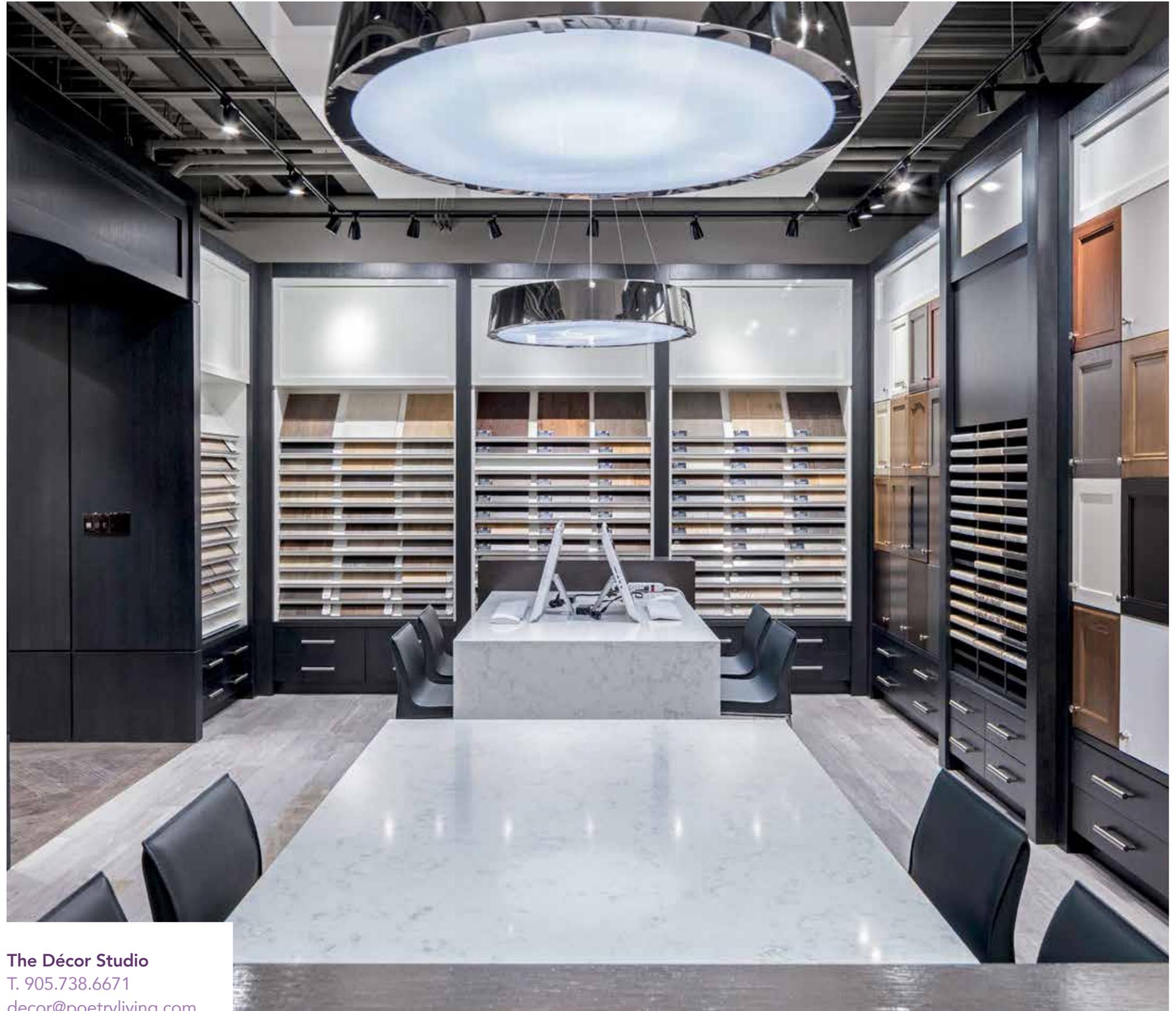
At this stage in the process, you will be invited to come to our décor studio to choose your selections in a two-tier stage appointment process. All of the items you choose in these appointments will then be processed and sent to our construction site to ensure that the construction of your home is built accurately and without delay.

1st Appt.

In the first appointment (Tier 1) you, with the assistance of our Décor consultant, will choose all electrical, mechanical, and plumbing extras you desire for your new home. Please note that structural changes are not permitted unless they are minor in nature and new architectural drawings are not required. This appointment is scheduled prior to beginning construction on your home and typically last 1½ to 2 hours.

2nd Appt.

At your second appointment (Tier 2) you, with the assistance of our Décor consultant, will select all of the interior finishes from our samples and finishes. These selections include cabinetry, countertops, flooring, plumbing fixtures and many other finishes. Although rare, sometimes certain items may become discontinued or out of stock after your selection has been made. Should this happen your re-selection of those items will be required. This appointment typically lasts 3 to 4 hours.



The Décor Studio
T. 905.738.6671
decor@poetryliving.com

Prior to Your Scheduled Decor Appointment

One important requirement to be finalized at the Tier 1 appointment is in connection to the appliances you would like to have in your home. Due to the fact that there are many different configurations of kitchen and laundry appliances, for example freestanding stoves, appliances requiring water and gas lines, and/or case goods such as built-ins, you are required to have your appliances selected prior to the scheduled Tier 1 appointment in order for us to build your home with your desired appliances.

The standard openings that we leave in the kitchen for appliances are as follows:

- Stove: 30" width, freestanding, electric
- Fridge: 36" width, 69" height
- Dishwasher: 24" width
- Range Hood: 30" width, 6" round duct for ventilation

Should your appliances differ from any of these sizes or need additional requirements, we require notification of such via the transmission of "appliance specifications". A specification sheet (usually 1 or 2 pages) includes your appliance's make and model number, significant features, appliance sizes and dimension openings. This sheet can be obtained online on the manufacturer's website once you have finalized which appliances you have or will be purchasing. The specifications provide Poetry Living and our electricians, plumbers and cabinet makers with all the necessary information we will need in order to ensure the electrical, mechanical and venting requirements for your appliances are correct. Please bring the completed appliance specifications sheet (if applicable) to your Tier 1 appointment.



Inventory Homes

If you purchased an inventory home, the time for selecting your colour and upgrades is limited. Poetry Living will make arrangements to schedule your décor appointment at the earliest time available once your Agreement of Purchase and Sale is firm and binding. More than one appointment may not be possible due to construction schedules and supplier lead times.

Payment Options

In order to assist you with payments for these selections, we are happy to provide you with two payment options to choose from.

1. Pay for your upgrades in full at the time of your appointment. We accept credit, Interac or personal cheques. Credit transactions will be capped at the Builder's discretion; or
2. If your upgrade amount is greater than \$15,000.00, we are happy to give you the option of providing a 30% deposit with the balance due on closing which will be formalized through an amendment. This allows you to purchase the items that you desire without having to pay for them in full at the time of selection.

Administration Fees

Due to the numerous processes involved once your selections are made, including the creation of purchase orders to all direct and indirect trades, head office and site staff, we ask that once you finalize your selections no other changes are made. This will also assist in preventing errors from occurring, especially when files have begun to be processed. For this reason all selections made at each appointment, Tier 1 and Tier 2, are considered final. Please keep in mind that you will have an opportunity to view the samples prior to your appointment. You will also be given a pricing guide which will assist you with budgeting and finalizing your selections. In the event however, that you still wish to proceed with changes, and that those changes are still possible (at Head Office discretion), the following charges will apply:

1. Adding any extras subsequent to your décor appointment will warrant an Administration Fee of \$250.00 + HST Administration Fee;
2. The deletion of items from the change order original selections will warrant a \$250.00 + HST Administration Fee; and
3. The modification from one item to another (changing colour of carpet, etc.) will warrant an Administrative Fee of \$250.00 + HST.

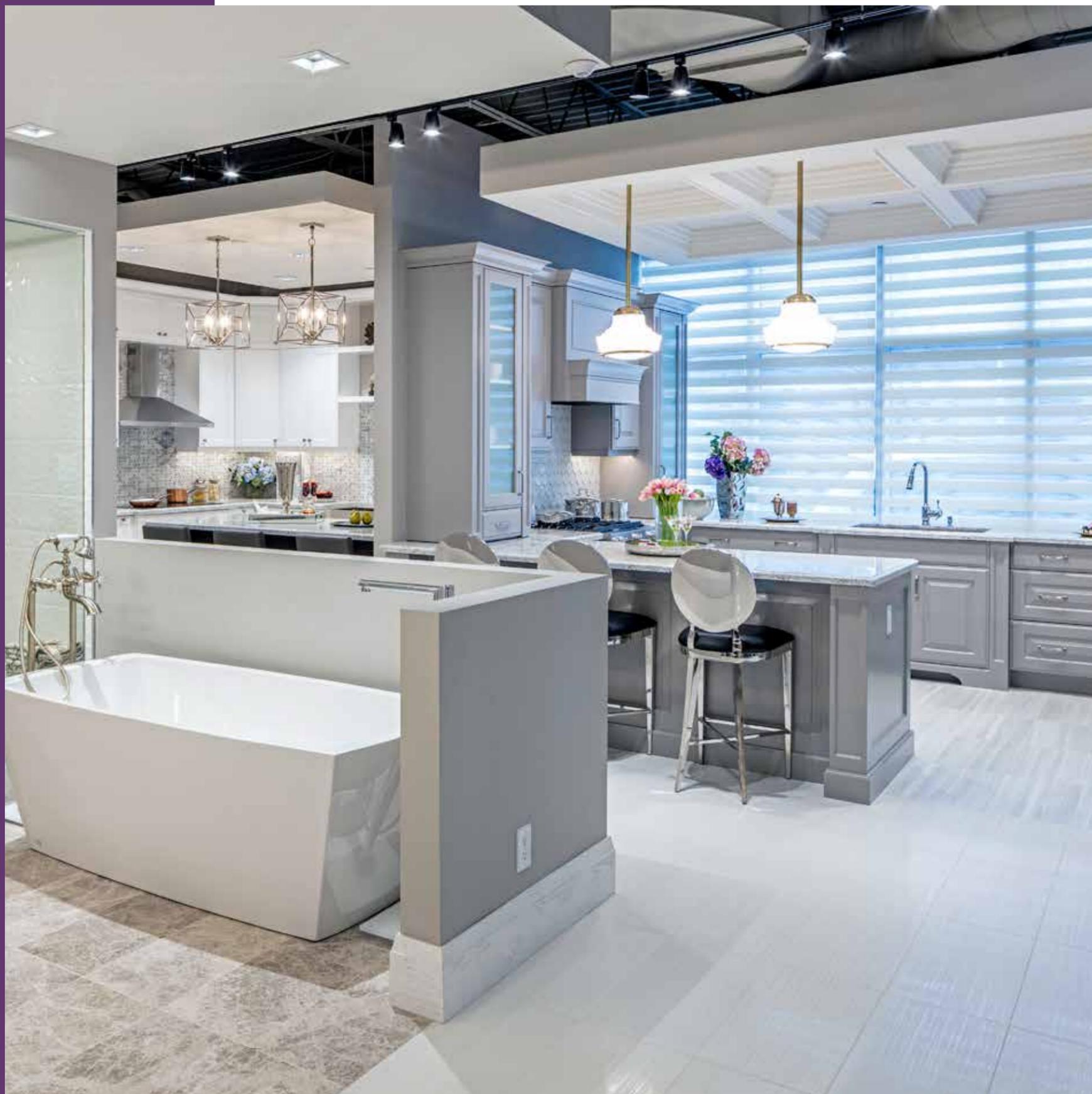
Late Changes

Please understand that Poetry Living endeavors to complete your home in a timely manner and that once your colour selections have been completed and submitted to our corporate head office, ABSOLUTELY NO changes/revisions/deletions or upgrades will be accepted except as otherwise noted above.

Please let us know at the time of your colour selection if there are any special requests or custom changes you require in your home. For instance, handicap accessible doorways, ramps or larger openings, which may require a custom or special order.

Décor Studio Open House

Poetry Living would like to extend an invitation to all our homeowners to view the samples available to you. This presents a fabulous opportunity to view our unique product offering and ask us any questions you may have. You will be contacted by one of our design coordinators who will be happy to book a browsing session on allocated weekends. We look forward to meeting with you and helping you make your house into a home. If you have any questions regarding the upgrade selection, you may contact us directly at decorstudio@poetryliving.com.



Closing Date

The new home purchase process involves many parties. Your closing date is set based on all the processes being completed according to schedule.

From time to time there may be delays in the process that will be out of the Builders' control. In the event of a delay, Poetry Living will forward a letter to your last known address. The Builder will strive to deliver your new home on time. For more information regarding closing delays, you may refer to the Statement of Critical Dates that was signed during the Agreement of Purchase and Sale.

Preparing Your Move

New Home Civic Address

In most cases you will receive your new home's civic address in a letter when you receive notice of commencement of construction on your new home. The civic address is chosen by the local municipality and is beyond the Builders' control. If you require this information sooner, your Sales or Décor Representative may be able to assist you.



Utilities and Schools

Some lawyers will include the service of changing over your ownership of the utilities (hydro, gas, hot water tank, and etc.) to your new home. You should contact your lawyer to see if this is included in your fee, otherwise the homeowner is responsible to notify the local municipality (for property tax purposes and garbage/recycling collections) and utility companies associated with the moving process. A new or transferred account will be assigned to your new home.

If you have children attending an educational institution, contact their current school and new school that they will be attending to arrange the transfers of their records.

Canada Post Mail & Community Mail Box

You can fill out a Mail Forwarding form at a Canada Post office or online to notify federal and provincial agencies, car and home insurance agencies, banks, service providers and etc. of your new home address or you can contact your correspondents by phone or email. As well, remember to update your address with these companies.

As you are approaching your closing date or after you have moved in to your new home, you will need to contact your local post office to have them assign you a community mail box. Once you receive a notice card from Canada Post, you may request your mailbox keys online or at a local post office. Remember to bring government-issued photo identification when picking up your mail box key.



Tip:

The heavier the item, the smaller the box should be; and try to use up supplies and refrain from adding more stock.

Tip:

Try to avoid booking a truck or mover at the beginning or end of the month as it is the busiest time.

Packing

Begin packing the items you don't use frequently and label boxes clearly. Clean out your home. Any unused items could be given to charity, sold at a garage sale or disposed of. If you have a concern for time, move the smaller items from the basement or upstairs to the main floor before moving day. Carry backyard items to the front so that they can be easily loaded onto the moving van.

Moving Day

If you are hiring a mover or booking a truck to move yourself, remember to book in advance to avoid any mishaps. If you are renting a truck to move yourself, you should consider renting a truck with an inclined walk board that allows you to carry items into and out of the truck with ease. Rental accessories such as dollies, furniture pads, straps will help make the move easier.

Closing Day

Poetry Living releases the keys to your home when our lawyer has advised us that your home has officially closed. Keys can be picked up at the Construction Trailer on the day of closing (later afternoon and no later than 5:00 pm) or at any other arranged time within business hours.

If you are closing and moving in on the same day, you may not begin to unload your item into the house or garage or enter the property until Poetry Living has received notice that your home has officially closed. Poetry Living understands how exciting this process may be but due to liability concerns we hope that our homeowners can refrain from moving any items until you receive the keys to your new home.



Framework

The framework is an opportunity for you to meet your site superintendent and to see your home first hand prior to your Pre-Delivery Inspection (PDI) and closing date. The framework allows you to ask questions about your new home construction. Please note that due to construction schedules, not all homes will have the optional framework and will vary between projects.

The framework occurs after the electrical system is installed and prior to drywall. The timing of this step allows you to view any structural changes made during your Décor Studio appointment. No further changes can be made at the framework stage as they will interrupt the production schedule of your home.

We ask purchasers to set aside approximately one-half to one hour for this process. The framework is scheduled between Monday and Friday during regular business hours. We ask that when you come to the site to not bring your children, as it is an active construction site, and can be very dangerous for them. For safety purposes, we will provide you with a hard hat and ask that you wear protective foot wear.

Homeowner Information Package (HIP)

The Homeowner Information Package (HIP) is a publication prepared by Tarion to provide a guide to your new home's warranty. Poetry Living distributes a copy to homeowner's through the email address provided at the time of their purchase agreement. Homeowner's can expect to find the link to the Homeowner Information Package when a letter is sent by email to inform homeowner's that construction has commenced on their new home as well as in an email when they receive notice to schedule their décor appointment. Upon request, the Builder can provide a printed hard copy if the homeowner is not able to use the link provided in the letter.

Pre-Delivery Inspection (PDI)

Prior to closing, every new home will receive a pre-delivery inspection (PDI). This opportunity will allow the purchaser to observe and record any items in the home that are incomplete, missing damaged or non-operational. This extensive walkthrough will usually take between 1 to 2 hours. Our Customer Service Representative will contact you to arrange your inspection during regular business hours.

Ensuring your new home is ready for your family is a task Poetry Living takes very seriously. Any number of minor items may require our attention before you move in. We endeavour to have each item completed to your satisfaction.

Certificate of Completion & Possession (CCP)

The Certificate of Completion and Possession is a document that states your home's enrolment number with Tarion and the date of possession. You will be provided a copy at your Pre-Delivery Inspection (PDI). The closing date will be the warranty start date of your home. The only party required to sign the CCP form is the Builder.

You will need the home enrolment number and date of possession to register for an account on Tarion's MyHome website to submit statutory warranty forms online.

- 1 Home Enrolment Number
- 2 Common Element Number (applicable only to condominium dwelling units)
- 3 Vendor and Builder's Information
- 4 New Home Address and Legal Description
- 5 Final Purchase Price (including upgrades and extras and excluding HST)
- 6 Registered Owner's Information (only 1 email address will be listed)
- 7 Vendor or Builder Reference Number (assigned by Tarion)
- 8 Warranty Start Date (date of possession)
- 9 New Home Address
- 10 Vendor/Builder After-Sales Service Contact
- 11 Vendor's Signature
- 12 Date (often the date of the PDI)

After-Sales Service

We take great pride in our after-sales service as we consistently strive towards 100 percent customer satisfaction. If there are any questions, you may contact us at service@poetryliving.com

Naturally, our objective is to complete the construction without deficiencies. However, from time to time, minor items may arise and we will do our best to address them as soon as possible and to your satisfaction.

In order to ensure that no items are overlooked we suggest that one month following your closing date, you compile a list describing in detail any deficiencies covered by warranty on the Tarion 30-Day Statutory Form as set out in your Homeowner Information Package. If applicable, you should include on this list any remaining deficiencies from your Pre-Delivery Inspection as well. Our Customer Service Team will confirm the warrantable items and make corrections in a timely manner.

After-Hours Emergency Calls

In the event that an emergency (as defined below) should occur during regular business hours, please contact the Customer Care Centre, if you don't receive an answer, leave a detailed message outlining the problem. A Poetry Living representative will address the matter in a timely fashion.

If you have a heating, plumbing or electrical emergency outside of normal business hours, please contact the number listed for your area in your Pre-Delivery Inspection package. Please note that Poetry Living's subcontractors have either a 24-hour service or a telephone answering system that is checked periodically.

Poetry Living (in accordance with the standards of Tarion) defines an emergency as being without:

- Total loss of heat between September 15 and May 15;
- Gas leak;
- Total loss of electricity;
- Total loss of water supply;
- Total sewage stoppage;
- Plumbing leakage that requires complete water shut-off;
- Major collapse of any part of the home's exterior or interior structure;
- Major water penetration on the interior walls or ceiling;
- A large pool of standing water inside the home; or
- Any situation where, in the opinion of Tarion, the home is uninhabitable for health or safety reasons.

It is important that you allow Poetry Living and our tradespeople access to your home during this period.



Tarion

You will or have received a link to Tarion's Homeowner Information Package explaining Tarion's program on your new home. We urge you to bookmark this as a reference guide for minor questions you may have about your new home as well as some helpful hints.

It is important to remember your warranty deadlines. Each warranty expires based on your closing date. For example, if you closed your home on June 15th, then the one-year warranty expires at midnight on June 14th of the following year. The same principal applies to your two-year and seven-year warranties. The Homeowner Information Package will explain the items under warranty in greater detail.

YOUR HOME'S EXTERIOR

As a homeowner, you can add years to the life of your Poetry Living homes' exterior by giving it the right care at the right time of year. Through a regular maintenance program and planned prevention, costly and time-consuming up-keeping of the finishing can be minimized or avoided. Regular maintenance and planned prevention are keys to maximizing home ownership.



Exterior Components of Your New Home

Refer to this diagram to become more familiar with the exterior components of your new Poetry Living home and aid you in proper home maintenance. This will also help you in identifying exterior items in any service requests you may make during the warranty period.

A

Front of the Home

- 1 Roof Shingles
- 2 Roof Valley
- 3 Lower Roof
- 4 Fascia
- 5 Eavestrough/Gutters
- 6 Soffit
- 7 Brick
- 8 Stucco
- 9 Stone
- 10 Window
- 11 Precast Window Sill
- 12 Garage Door
- 13 Metal Entry Door
- 14 Concrete Sill
- 15 Column
- 16 Exterior Light Fixture
- 17 Railing

B

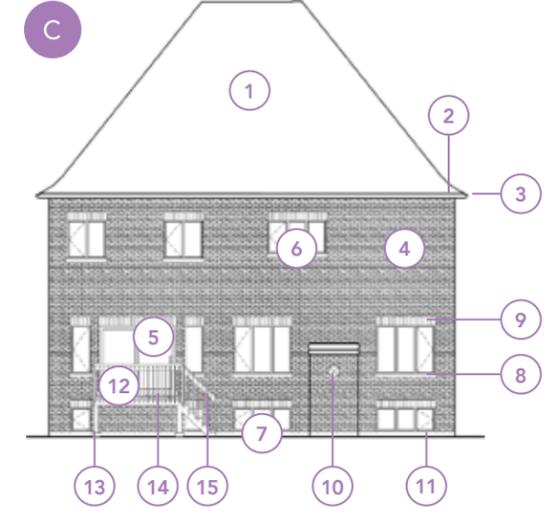
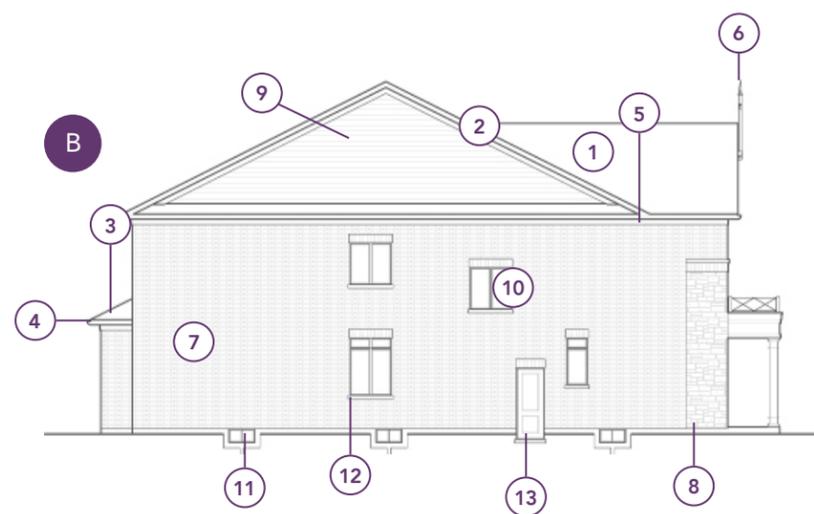
Side of the Home

- 1 Roof Shingles
- 2 Roof Valley
- 3 Lower Roof
- 4 Eavestrough/Gutters
- 5 Soffit
- 6 Finial
- 7 Brick
- 8 Stone
- 9 Siding
- 10 Window
- 11 Basement Window
- 12 Concrete Sill
- 13 Side Door (as grade permits)

C

Rear of the Home

- 1 Roof Shingles
- 2 Eavestrough/Gutters
- 3 Soffit
- 4 Brick
- 5 Sliding Door
- 6 Window
- 7 Basement Window
- 8 Window Sill
- 9 Brick Header
- 10 Vent
- 11 Foundation Wall
- 12 Lookout Deck
- 13 Deck Footings
- 14 Deck Picket
- 15 Deck Railing



CHECK FOR LOOSE,
BROKEN OR MISSING
SHINGLES AFTER
HEAVY WINDSTORMS.



Tip: Asphalt shingles are soft on warm days and can be easily damaged by people walking on its surface. Avoid unnecessary traffic on the roof when possible and review your roof for damage after heavy storm conditions.

Tip: When ice damage does occur, professional removal of buildups of ice and snow is recommended to reduce the chances of water penetration into the interior of your home.

Roof

The roof on your home should provide many years of protection with proper maintenance. Homeowners should handle any storm-related damage immediately, as these occurrences are beyond the warranty coverage of Tarion and Poetry Living.

Check for loose, broken or missing shingles after heavy windstorms. Maintenance repairs should be made immediately to prevent leakage causing serious damage to the home's interior.

Although care has been taken by the manufacturers, please remember that minor colour variations in shingles cannot always be avoided. This is normal and does not affect the roof's durability. Minor variations in the roof's level may be observed. Poetry Living minimizes as much as possible dye lot differences when selecting shingles to be put on your roof. Puckering roof sheathing or raised shingles can occur between nails during normal expansion.

Ice Damage on Roof

Ice damage occurs annually in some parts of Ontario but can happen unexpectedly in others and is not warranted by Tarion. The formation of ice on the eavestrough of sloping roofs will often cause water to back-up under the shingles and leak inside the home. Snow melting on the roof and freezing at the eavestroughs contributes to ice damage. When temperatures fall rapidly, melted water run-down can freeze at non-insulated overhangs of the roof and cause additional damage.

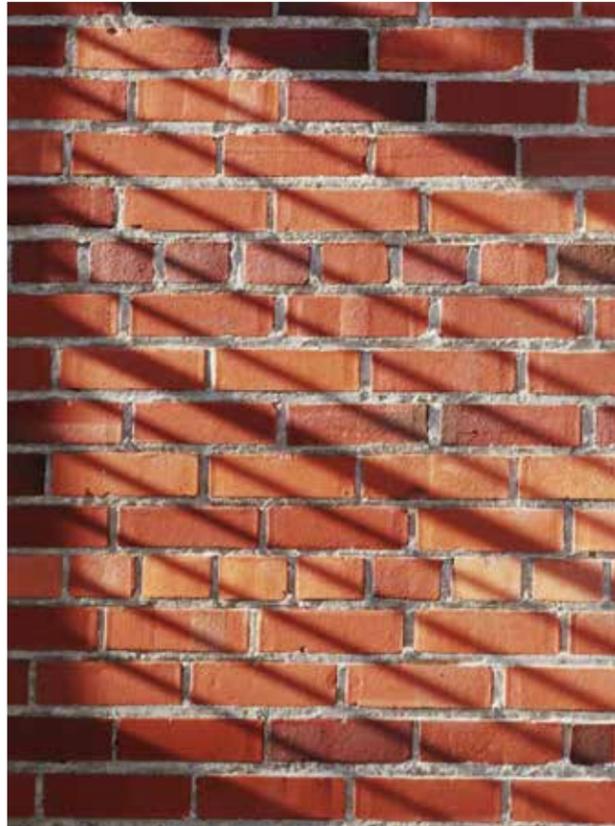


Tip: You can clean vinyl siding with a garden hose and mild detergent; and keep barbecues away from the vinyl siding material as heat can cause damage.

Aluminum & Vinyl Siding

The exterior envelope may have a high-quality siding made of vinyl. The exterior finish is durable for Canadian climate conditions and has a manufacturer's warranty of 25 years.

Aluminum and vinyl siding is intentionally not installed tight to the home to allow for thermal movement and lumber shrinkage.



Masonry

The exterior of your new Poetry Living home may be finished with baked-clay brick material. The manufacturer guarantees baked-clay brick will:

- Retain its structural integrity;
- Protect the home through Canadian climatic weather conditions; and
- Retain its natural beauty, color and texture.

All brickwork is sealed with mortar. It is advised you monitor the sealant as mortar joints may form hairline cracks. Although hairline cracks are not a cause for concern, water penetration may result. If persistent, contact Poetry Living for assistance.

Weeping Holes

All masonry walls contain weeping holes. These are openings located at the bottom of exterior brick, found on top of the foundation wall and under window brick sills. Weeping holes **should not be covered over or filled**. The holes allow for the passage of condensation or incidental moisture to the outside through the wall face and over the base flashing and the facing of the roof valley.

Tip:

Keep eavestroughs and downspouts free from obstructions such as debris, leaves and paper.



Tip:

Avoid placing any type of landscaping near the weeping holes. Leave at least 6 inches of leeway below the foundation wall so the weeping hole is unobstructed.

Eavestroughs & Downspouts

The eavestroughs are installed along the roofline and downspouts are placed in predetermined locations to direct the water flow to the ground. Should they become clogged with debris or ice, they will not function properly and water damage may result. Regular home maintenance of eavestroughs and downspouts will reduce the likelihood of leaks and overflows during normal rain.



Tip:

Lubricate all weatherstripping with a silicone-based lubricant; and do not paint over weatherstripping.

Basement & Garage Walls

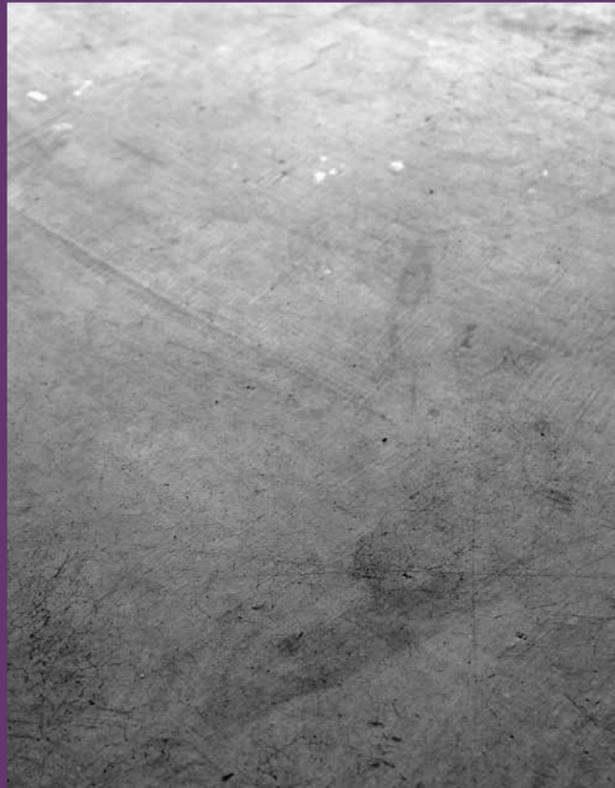
The basement and garage walls are made from poured concrete.

The curing period for concrete can be up to one (1) year. During this time, do not be alarmed if you notice any visible signs of settlement, in the form of hairline cracks. Instead, it is suggested you monitor visible cracking and take note if they become larger, as well as the presence of water penetration. If this should happen, contact Customer Care for assistance.

Weatherstripping

All windows and doors come with a rubberized weatherstripping sealer.

This sealer prevents air infiltration, dust and water penetration into the home. It is suggested you annually inspect the weatherstripping throughout your home to ensure a proper seal exists.



Garage Floor

Generally, it is not possible to prevent concrete garage floors from cracking due to shrinkage.

The cracking of the garage floor in the form of hairline cracks is normal and should not be a cause for alarm, as it will not affect the structural integrity of the floor. It is advisable to monitor for further cracks. If you notice during the warranty period that cracks are becoming larger, please contact Poetry Living for assistance. Cracks in the garage floor are considered warrantable by Tarion and Poetry Living only if they are significant and affect the structural integrity.

You should not be alarmed to find white powder appearing on areas of the garage floor. Salts in the concrete mix are carried to the surface when water evaporates during the curing process. The salt deposits do not impair the strength of the concrete, and the powder spots should disappear in time. Tarion does not warrant road salt damages to the garage floor.

Tip:

It is suggested you use a concrete sealer on the garage floor. Contact a reputable paint dealer about products suitable for your garage floor. Sealing can be done once the garage floor has cured, preferably in warm weather conditions.



Driveway Paving

Your new home driveway will be paved with 2 coats of asphalt. Depending on the exterior construction schedule and weather conditions, you can expect the base coat of your driveway to be paved in late spring, summer or early fall of the first year of occupancy and the top coat approximately 1 year after the base coat to allow for settlement. Homeowners will receive notification of when the driveways will be paved. During this period, it is advised that homeowners do not park or drive on their driveway to allow the asphalt to harden. In hotter temperatures, the curing process might take longer to solidify.

Tire scuffing is not a sign of improper materials or poor workmanship. Scuff marks and indentations on newly constructed driveways are common due to periods of hot weather and/or early traffic on the asphalt pavement. However, these minor aesthetics will not affect the long-term performance of the asphalt pavement. Overtime, most markings will disappear over normal traffic conditions. In the long-term, a newly paved driveway with scuff marks going through hot weather does not reduce the life expectancy of a driveway. It will last just as long as a driveway with no scuff marks going through cooler weather.



Grading & Sodding

All Poetry Living homes will obtain proper grading certifications before receiving quality sod. Depending on the exterior construction schedule and weather conditions, you can expect the sod to be laid in late spring, summer or early fall after the top coat of driveway paving. However, sodding may not occur in the same season that you moved in. Notification will be sent to homeowners approximately 1 to 2 weeks prior to sodding with weather permitting.

To promote greening of freshly laid sod, it is suggested that you do not walk on it for approximately 2 weeks. Within this time period, you can begin a maintenance program by watering the sod nightly.

Tip:

Avoid watering during the day, as it will dry up the sod, causing it to burn. In extreme heat conditions, it is suggested you water the sod in the early morning (e.g. 7:00 am) or in the evening (e.g. 7:00 pm).

POETRY LIVING

ALL POETRY LIVING HOMES

will obtain proper grading certifications before receiving quality sod.



Fencing

Fencing is completed by the Developer if it is indicated on the Survey. Privacy fencing is permitted upon receipt of the grading certificate by the local municipality.

Certification can take up to 1 year after sodding has been completed. Any fencing installed by the homeowner prior to certification may be subject to removal at the local municipality's request. To determine if your lot receives any fencing from the Developer, refer to your Surveyor's Certificate. You should have received a copy of your Surveyor's Certificate in your closing package from your lawyer.

Tip:
Poetry Living advises you not to use salts and solvents which can harm concrete surfaces. The resulting damage is not covered by Poetry Living or Tarion.

Walkway

Walkways are concrete slabs placed from the side of the driveway or sidewalk to the main entry door, providing easy access to the front of your home. Seasonal weather conditions such as frost penetration can cause finished walkways and homeowners' driveways to crack or rise, which can cause changes in the direction of surface drainage. Affected areas may return to their original state in warmer weather. These changes are beyond Poetry Living's control and are not a warrantable item under Tarion.



Caulking

Exterior caulking is a sealant to prevent water and air penetration into the interior of the home. This sealant is placed around window openings, piping, and other protrusions found in walls and exterior openings. It is suggested you conduct an annual check of the exterior caulking as it is exposed to weather conditions and deterioration will occur. Deteriorated areas should be recaulked using quality caulking compounds.

Tip:
It is suggested you repaint the home's exterior trim on a regular basis to maintain its original appearance. For best results, do not paint in cold or damp weather.

Exterior Painting

Regular painting of the home's exterior is recommended to maintain its original appearance. Fading of exterior paint and stain is normal, therefore repainted areas may not match exactly due to environmental soiling and exposures to nature.

Exterior Trim

Some homes offered by Poetry Living have exterior wood trim around doors, windows and roof lines. These areas are primed and painted. As the painted surface is exposed to exterior weather conditions, homeowners should have a regular maintenance program for these areas.

Rear Yard Catch Basin

If your property has a rear yard catch basin, it is your responsibility to maintain drainage in the spring and fall. It is advised you remove leaves and debris to allow proper flow of water. You should also cut grass and other growth such as weeds which can cover surface drainage swales. Removing these obstructions will allow for water to flow freely into the basin.



Exterior Doors

All doors, especially exterior ones, are exposed to a variety of climatic conditions, including inside humidity variations from summer to winter, and are subject to dimensional variations and warping. Exterior doors are naturally subject to more extreme conditions. In winter, doors must withstand the temperature difference from heat and moisture on the inside facing, and cold dry air on its outside one. In the summer, this situation may be reversed or of equal strain.

Dents and damages to exterior doors must be identified on the pre-delivery inspection (PDI). Fillers may be used to repair dents on exterior doors. Regular home maintenance should be done on doors between a home and an attached garage to ensure it is gas-proof at all times.

Locks

Due to weather conditions, the original finish on exterior locks and door handles will wear with time. When this starts to occur, you may remove the remaining finish with a mild scouring powder. You may leave the metal untreated for a natural weathered appearance or it may be polished with a silverware compound, followed by a coat of lacquer to give a new appearance.



Wood Decks

The exterior deck is constructed with pressure treated wood. Wood decks have regular traffic and are exposed to the natural environment. All components of a wood deck, including pickets and railing, should have ongoing care and maintenance to preserve their life.

Tip:
Treat the wood deck with a special protective coating.



Exterior Hand Rails

Certain homes will require an aluminum handrail on a concrete porch. Exterior railings are factory primed and painted for Canadian climate conditions.

ICE FORMING in the hose may damage either the hose and/or the hose faucet.



Tip:

Turn off exterior hose bibs before the first frost of the season.

Exterior Hose Bib Connection

Exterior hose bibs must be shut off and drained from the inside before winter begins to prevent freezing and bursting of the pipes.

To turn off exterior hose bibs, including the hose bib located in the garage, shut off the valve found on the inside of the home in proximity to the exterior hose bib connection. A garden hose should never be left connected during winter or freezing weather conditions. Ice forming in the hose may damage either the hose and/or the hose faucet.



Tip:

To stop any major leaks, it is suggested you turn off the main valve located at the water meter.

Main Shut-Off Valve

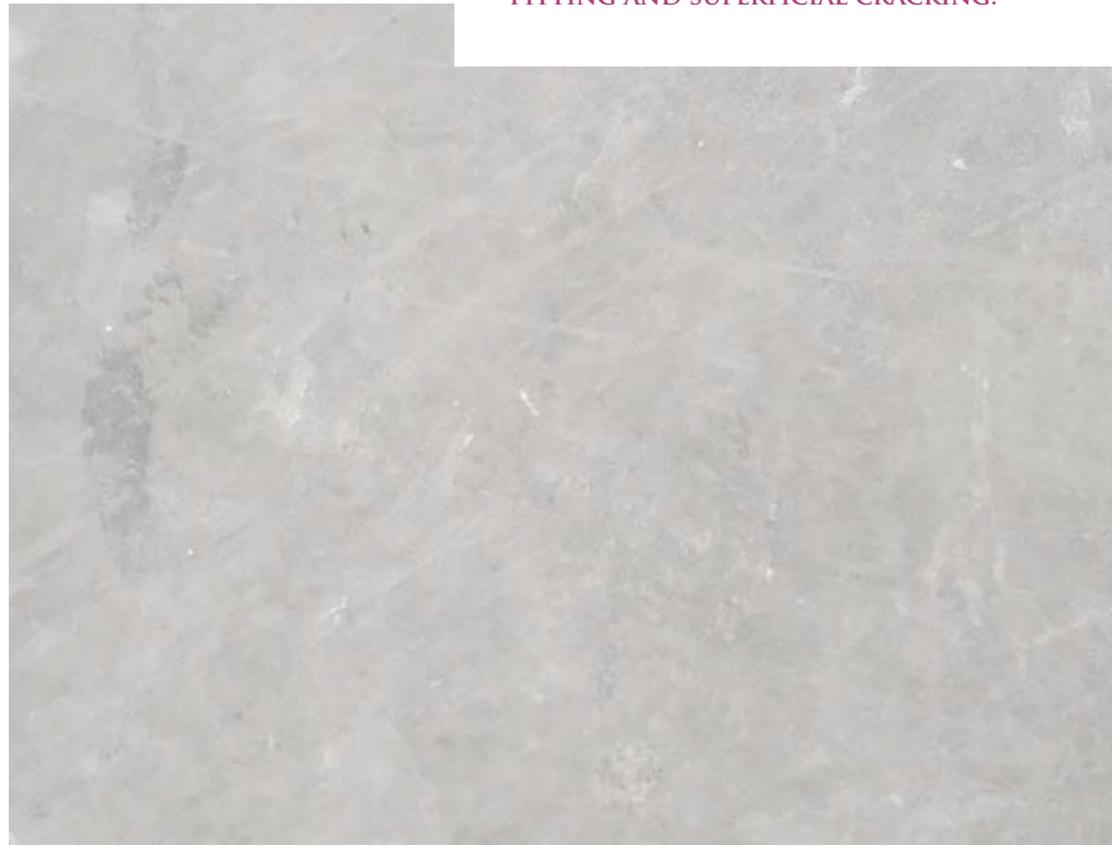
The main shut-off valve for water closure is attached to the water meter, located in the basement in either its utility room or front area. The main shut-off valve controls the water flow from the water main below street level into your home.

YOUR HOME'S INTERIOR

POETRY LIVING

There are several ways you can manage the interior of your new Poetry Living home to maximize your use and enjoyment.

CONCRETE SURFACES SOMETIMES DEVELOP
PITTING AND SUPERFICIAL CRACKING.



Concrete Floors & Walls

Concrete surfaces sometimes develop pitting and superficial cracking. You should not be alarmed if a white powder appears on the walls or floors. This is the result of the salts in the concrete mix which are carried to the surface when the water in the concrete evaporates in the curing process. The salt deposits do not impair the strength of the concrete.

Condensation may occur during extreme cold or hot weather patterns and is not warranted by Tarion or Poetry Living. It is highly recommended that a dehumidifier is used or by increasing the amount of ventilation to the area during the appropriate seasons to reduce moisture level to prevent harm to the property.

Floor Drain

A basement floor drain automatically provides replacement water for substances evaporating from the trap below the floor surface.

This U-shaped trap (similar in shape to those commonly used under sinks) is designed to hold water as a seal against gases entering the basement from the sewer or private sewage disposal system. Basement concrete floors are sloped towards a floor drain to help facilitate water drainage in the event of a flood.

If your laundry room is located on any floors other than the basement, a floor drain will be located near the washer and dryer.

Tip:

Keep drains clear of debris.
If there is sufficient build-up,
use a wet-dry vacuum for its
removal.



Tip:
It is suggested you contact your hot water tank provider if you are experiencing difficulties with the hot water tank.

Hot Water Tank

Generally hot water tanks are rented, and it is the homeowner's responsibility to contact the rental company to ensure proper change of ownership has been transferred over to your possession. The contact information to all utilities to your local municipality was provided in the PDI package.

Hot water and overheating are the principle causes of tank lining damage. Turn the water temperature down or switch it off before going on vacation.

If the cold water is clean and hot water is discoloured, the most likely cause is sediment in the tank. This can usually be drained by using the tap at the bottom of the tank. The sediment has an insulating effect, especially with immersion type elements, which causes the heater to operate longer than necessary and results in higher consumption and fuel costs.

Be careful, as water in the tank is hot. Shut off the gas to the hot water tank before you drain it. In addition to being a safety precaution, shutting off the power will save the heating elements from possible overheating and burnout when no water is in the tank. Every hot water storage tank is equipped with a pressure relief valve at the top of the tank. This is a safety device designed to open if the water pressure exceeds its rated working pressure and it should never be tampered with.

Tip:
Register your HVAC equipment on the manufacturer's website. Some manufacturer's will extend warranty on additional parts if registration is within 60 days of possession of the home; and it is suggested you replace the furnace filter every 3 months.

Sump Pump

In certain municipalities, Poetry Living is required to install a sump pump in the basement. This pump is designed to collect water from the weeping tiles around the foundation, and then discharge the excess water through the home's exterior wall onto the grade when the float has reached its maximum capacity.

Tip:
Make sure the sump pump is connected at all times. Run the pump by lifting the float to keep the motor lubricated and in working order.

HVAC System

Prior to installing a heating system into a new home, Poetry Living ensures the heating system selected will heat the home at a comfortable temperature, considering the climatic conditions common to your area.

Heating equipment can be maintained at maximum efficiency through regular inspections according to the manufacturer's specifications. In the event that a furnace does not start, examine the following:

- Make sure the furnace door is closed. If it is open at all, it will not turn on;
- Make sure the switch is on;
- Check exterior vents to make sure they are not obstructed;
- Check that the furnace filter is not clogged;
- Check your circuit breaker panel for tripped breakers; and
- Review the operating procedures in your furnace manual.

It is advised you become familiar with the heating system for troubleshooting and maintenance purposes. It is recommended that you refrain from making any adjustments to the heating system, as any alteration or adjustment will void the 2-year warranty. In the case of an emergency, we suggest you contact the heating contractor specified on the label of the furnace. Heating system outlets and cold air returns should be kept free from airflow obstructions such as carpets, drapes and furniture to maximize performance.

Ventilation

Understanding your new Poetry Living home ventilation system is important for controlling the indoor air quality. Air in a new home should be every homeowner's concern. Poetry Living installs a ventilation system to protect your home against moisture damage and to provide you with fresh air during the heating season.

The amount of ventilation you require in your home will depend on the number of occupants in your home and their activity levels and your personal preferences for fresh air. To minimize the amount of moisture in your new home, it is suggested you run the ventilation fan continuously on low speed during the first year of occupancy whenever the windows are closed. You may temporarily switch to the high-speed setting if there are many people present in your home. This ventilation switch is labeled and located next to the thermostat.

Daily living habits contribute to moisture levels. Condensation may soak into the roof sheathing, exterior walls and insulation where hidden leaks release humid air to the outside. The kitchen area has its share of condensation due to excessive home humidity levels, cooking meals, washing dishes, washing the floor or combustion moisture from gas ranges. It is suggested you control the humidity level by turning on the range hood when cooking and by not letting liquids and food simmer uncovered for unnecessary lengths of time.

Operating your ventilation system properly will allow you to control the humidity levels so little or no condensation appears on the inside surface of the windows. Hence, condensation leading to staining, rotting and molding can become a serious concern if corrective measures are not taken immediately.

Heat Recovery Ventilator (HRV)

The Heat Recovery Ventilator (HRV) is a device that provides the exhaust of stale indoor air and a supply of fresh air through two fans and a heat recovery module. The Energy Recovery Ventilator (ERV) is similar to the HRV but differs only in that the core also transfers humidity from the more humid air stream to the less humid air stream.

During the cooler seasons, the HRV and ERV draws in fresh air from the outside and distributes it throughout the home. Simultaneously, it draws in the stale, humid air from the vents of rooms such as the kitchen, bathroom and laundry room, to the outside. During the warmer seasons, the opposite occurs and fresh air from the outside is cooled by the air-conditioned exhaust air. The ERV will transfer moisture to the outgoing air if the air is drier than the fresh air. The ERV will help the air conditioner by removing moisture from entering the home, but it is not a dehumidifier itself.

Exhaust Fan

The standard exhaust vent installed in your kitchen is 6". Although the range hood you purchased may require a larger vent, Poetry Living in accordance with the Ontario Building Code, can only install a 6" round duct for ventilation in order to pass inspection on the home. Exhaust fans are installed in bathrooms and the laundry room to control the moisture content and ventilation. When showering or using the washing machine, it is suggested you turn on the exhaust fan to control the moisture level.

Tip:

To minimize the amount of moisture in your home, it is suggested you run the bathroom and/or kitchen exhaust fan to expel moisture and air. However, you should not leave the fan on 24/7 as it will cause the motor to overheat.

Tip:

It is suggested that you purchase and install a dehumidifier in your home to control the humidity levels in the summer months. A humidifier should also be installed in the winter months.



Tip:

If you are entertaining or have many individuals present in your home, temporarily switch the HRV/ERV unit to a high-speed setting. Use an intermittent operational mode if your home is unoccupied for long periods of time.

Condensation

Homeowners can control most condensation problems. The key to controlling excess condensation lies in understanding today's building standards and how relative humidity impacts on today's homes. The recommended relative humidity rate is between 30% and 60%. Listed below is a chart indicating desired maximum relative humidity for different temperatures:

Recommended Humidity Rate

Outside Air Temperature	Recommended Humidity Rate
10°C / 50°F	55% - 60%
0°C / 32°F	50% - 55%
-10°C / 14°F	45% - 50%
-20°C / -4°F	40% - 45%
-30°C / -22°F	30% - 40%

Tip:

As part of your regular home maintenance, vents should be inspected to ensure there is no blockage that could restrict air flow; and leave bathroom fans on for 15 to 20 minutes after a bath or shower to clear the humidity adequately.

Air Ducts

Ducts are used in ventilation, heating, and air conditioning to deliver air in your home and may make noise as it expands and contracts. An indicator to determine when your ducts need cleaning could include the following:

- There is still dust floating around even after cleaning;
- Little or no air flow coming from the vents;
- Stale odour when turning on your furnace or air conditioner; or
- Experiencing signs of sickness.

Stained ceilings, water streaming from windows and mould on walls and window sills are often indications of excessive vapour in the air. Condensation problems arise because air can only hold a limited amount of water vapour, an amount that varies with temperature. For example, cold air can hold less water vapour than warm air.

Air cooled by contact with cooler surfaces, such as windows, will therefore deposit water vapour on the glass or the sash because as the air is cooled it loses some of its ability to hold water vapour. This surface condensation can therefore be an indication of excessive water vapour in the air.



Framework

The wood used to construct your home contains moisture. During the first heating season after occupancy, shrinkage caused by drying out may occur, and the following are possible results:

- Thin cracks appear in exposed wood structural members (e.g. joists and beams);
- Small gaps appear between cabinets or vanities and walls;
- Minor joints open in door and window trim, baseboards at walls, and under door jambs and trim;
- Squeaks develop in floor underlay, wood flooring and stair steps;
- Small gaps show between stairs or stair molding and the walls; or
- Drywall corners may show hairline cracks.
- It is suggested that you delay any decorating plans until the construction material has dried out, approximately 12 to 18 months, otherwise you may void your warranty.

Tip:
Use a humidifier and dehumidifier throughout the appropriate seasons to balance moisture levels and prevent cracks in the frame.



Insulation

All homes constructed by Poetry Living are insulated to meet the Ontario Building Code standards. Please be aware that no home is completely draft-free and that seasonal maintenance is required.

Tip:
Check if attic insulation is blown out of place. Wear gloves and proper safety equipment when conducting the inspection.

Windows

During cold weather, it may appear there are drafts around adequately glazed and weatherstripped windows.

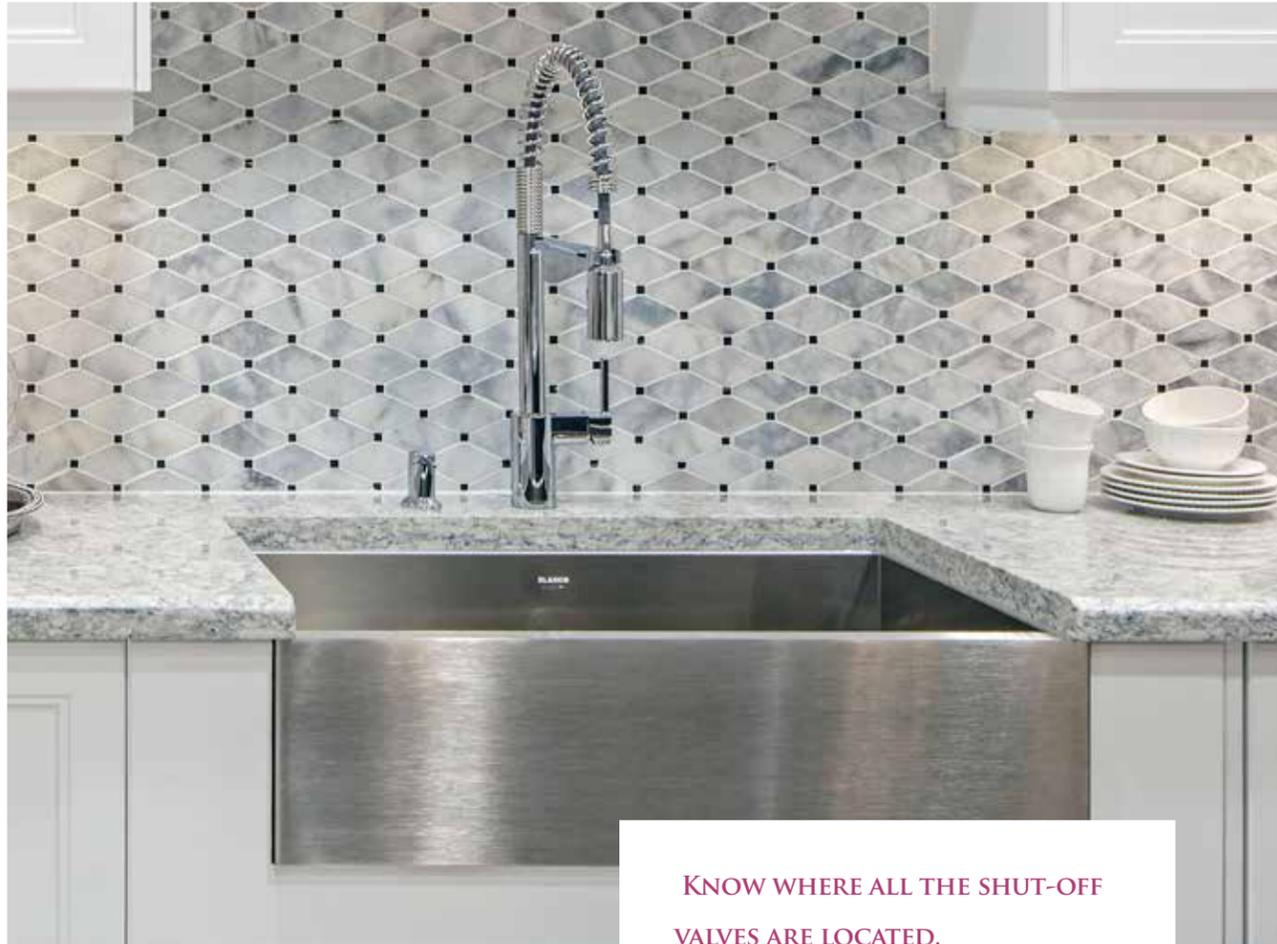
With some possible exceptions such as extreme wind conditions, the draft felt may be vertical air movement over the face of the windows. This is due to convection as warm air rises and cool air drops.

Condensation

Windows have a limited heat loss resistance and are often the coolest component of the home's enclosure. Because of this characteristic, windows are the most common areas where condensation is most visible. As condensation occurs on the inside window surface, it may be a warning signal to reduce the humidity in your home. Condensation or frost on windows is not a warrantable item.



Tip:
A silicone lubricant or petroleum jelly is suggested for use on weatherstripping and tracks of windows. If your windows slide horizontally and have weep holes to the outside at the bottom track or frame, these must be kept clean to allow drainage. Use a brush to remove dust, debris or insects from window tracks on a regular basis.



KNOW WHERE ALL THE SHUT-OFF VALVES ARE LOCATED.

Plumbing

Prior to taking occupancy of your new home, the plumbing has had a municipal inspection to ensure and enforce the Ontario Building Code requirements. Plumbing consists of the assembly of pipes and fittings together to supply drinking water, provide the disposal of wastewater and to protect the health and safety of people using the system.

Plugged Toilets, Drains and Other Plumbing Problems

These problems are the responsibility of the homeowner. Keep a plunger in your home. Know where all the shut-off valves are located. If the problem is "unusual" and occurs during the first year, while warranties are still in effect, please contact Customer Care.

It is advised that you refrain from altering the plumbing in your new home. Any alterations or additions to your plumbing system (e.g. installing a water softener) will null and void warranty on your new home. Minimize the disposal of grease, fat and similar petroleum products through the plumbing system. These materials tend to accumulate in the pipes, reducing the efficiency, and with time, affect the municipal or private sewage disposal systems.



Tip:

If an accident occurs after closing, which chips or defaces the sink, Poetry Living suggest that you purchase a touch-up enamel kit from your local plumbing supply store.

Fixtures

It is suggested you protect the smooth, glossy surfaces of the plumbing fixtures by not using harsh or abrasive cleaners and soap pads which wear down the plumbing fixtures, leaving the finish dull and porous. Most household cleaners are slightly abrasive, but if used in moderation and diluted with enough water, will be relatively harmless. This is also applicable to stainless steel sinks, bath tubs and toilets. It is advised that you avoid scraping the surface with metal utensils and exercise care in its use. Only cracks or chips in porcelain, enamel or fiberglass surfaces noted on the PDI Form are eligible for warranty.

Bath tubs and sinks contain water-filled traps to prevent sewer back-up and gases into the home. The traps can become plugged and require regular cleaning to eliminate blockage.

Condensation on water supply pipes and toilets may occur when moisture levels are high and is normal.

Shower Doors and Tub Enclosures

After every use, rinse the door and walls of the shower. Check for deterioration of the "sweeper" at the bottom of the shower door and replace it if necessary. Also check the caulking and recaulk where necessary.



**ELECTRICAL OUTLETS
CAN BE FOUND IN EVERY
ROOM OF YOUR HOME.**

Electrical System

Similar to the plumbing in your new home, the electrical system has been approved by a qualified inspector to ensure everything is operating properly in compliance with the Ontario Electrical Safety Code, and is free from defects in material and workmanship. Do not to make any alternations to the electrical work in your new home as it will void your warranty with Poetry Living and Tarion.

If you encounter an electrical outlet failing to work, it usually means a circuit breaker has tripped. If there is 'no' power to an electrical outlet, it is advised you check the breakers in your home. Check the circuit breaker panel when an outlet is not operating. If the breaker is set to the 'on' position, you should set it to the 'off' position, and then switch back to the 'on' position.

Ground Fault Circuit Interrupter (GFCI)

The ground fault circuit interrupter (GFCI) has a shock protector, which is a sensitive switching device that controls current flow in an electrical circuit. If a GFCI detects a leak that causes a shock or fire, it instantly interrupts or shuts-off the current to the tools or other devices plugged into it. For this reason, a GFCI is installed on the exterior of your home to prevent hazardous accidents.

Outlet and Switches

Electrical outlets can be found in every room of your home. Incorrect use of outlets, overuse of capacity, and multiple extension cords is a hazard and can cause a fire and severe injury or death. Small children may be injured by poking their fingers or objects into the outlet. If you have small children living in your home, use child proof devices (safety outlet covers) to prevent them from getting injured. These can be bought at most home centres and hardware stores.



Smoke Alarm & Carbon Monoxide Detector

Smoke alarms have been installed in your new home to comply with the current building standards and to help ensure safety. Alarms are interconnected and hardwired with a battery backup. Do not remove or disable smoke detectors.

Tip:
Periodically test your smoke alarms by pressing the illuminated indicator button on the alarm; and change the batteries of each smoke alarm yearly to ensure they are working.



Interior Doors

Interior doors are usually made of varnished or painted wood.

Wooden doors are subjected to expansion and contraction with changes in heat and humidity. This can result to warping and sticking of doors. This is normal and usually corrects itself as conditions change.

As doors tend to swell in the summer and shrink in the winter, it is advised that you do not cut down or shave interior doors, but wait until your 1-year of occupancy. At that time, if they are excessively 'rubbing,' Poetry Living will service those doors and make any necessary adjustments. Avoid slamming doors as it may result in damage and may not be warranted.

If wall-to-wall carpet is installed, sufficient clearance must be left at the bottom of interior doors to permit proper return of air circulation between rooms, or from all rooms to a central return air duct, as per plan.

Tip:

Use a humidifier in the winter and a dehumidifier in the summer to maintain proper moisture levels in the home, and keep swelling and shrinking to a minimum; and to remove finger smudges and hand marks on interior doors, use a soft cloth or sponge and wash it with warm water. Thoroughly dry the surface with a soft cloth or towel.

Tip:

To prevent squeaks on door hinges, remove the hinge pin on your door and lubricate it with petroleum jelly or a penetrating oil spray (e.g., Vaseline, WD-40). Then swing the door back and forth a few times.



Sliding Doors

If you have sliding doors, keep clothes and other items away from the doors so that they do not obstruct the door when it is being operated. Rollers and tracks should be lubricated during regular home maintenance.



Door Hardware

Door knobs can become loose over time and after frequent use. If you notice any door knobs that are loose, tighten the screws on your door knob.

Door Locks

The interior locks do not require polishing compounds. You should wipe the interior locks occasionally with a damp cloth and polish with a soft cloth.

Tip:

Lubricate exterior and interior locks periodically. Lubricate interior passage sets with a few drops of sewing machine oils or other light oil on the latch bolt; and you can maintain smooth operation of the locks by blowing powdered graphite into the keyed exterior locks and bolts.



Millwork

Shrinkage may appear to the millwork, the interior wood trim.

You may notice some joints at the corners of windows, doors and baseboards that will open slightly. This is a normal occurrence due to the drying out process of the home.



Tip:

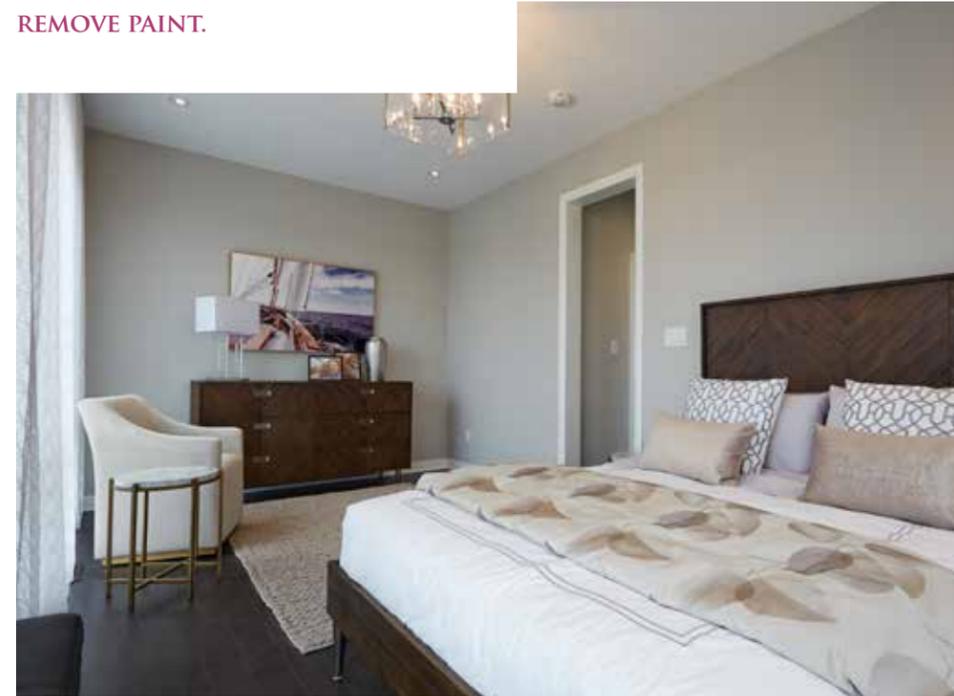
It is suggested that you refrain from painting or applying wallpaper on drywall until the end of 1 year of occupancy to allow the home to settle.

Drywall

If interior walls or ceilings are finished with drywall, cracks may appear over doors, windows and archways due to the shrinkage of larger sized wooden membranes behind the drywall used to span these openings. This cracking is considered normal and is not warranted by Tarion.

Shrinkage cracks and nail pops can be serviced with applied compound to these areas. Poetry Living will come into your home and service these area's as required if it is noted at the time of PDI. However, Poetry Living will not sand or repaint these area's.

SCRUBBING OR USING HARSH CLEANERS TO CLEAN WALLS WILL REMOVE PAINT.



Tip:

When doing paint touch-ups, use a small brush and apply to the affected area; and when repainting a room, first clean the walls with a mild soap and water mixture.

Interior Painting

Paint will discolour and yellow after a period of time. Yellowing occurs during the natural drying process and when paint is exposed to certain chemicals such as ammonia fumes and some household cleaners. You will see yellowing in light-coloured surfaces more than dark-coloured surfaces.

Scrubbing or using harsh cleaners to clean walls will remove paint. Try to avoid washing newly painted surfaces for at least 3 months or after repainting to allow the paint to fully settle.



Tip:
Leave an open box of baking soda in your fridge to help eliminate odors. Replace every 3 months.

Appliances

Good maintenance gives the best performance and prolongs the life of appliances. All appliances come with an owner's manual that precisely describes the safety, installation, operation and maintenance of the product. If you did not receive an owner's manual, you can find it on the manufacturer's website with the model number or contact your appliances' Sales Representative for assistance. It is recommended you register your product on the manufacturer's website.

Refrigerator and Freezer

When your refrigerator or fridge is delivered to your new home, it is recommended you wait a few hours to a day before plugging in your appliance to allow the oil to move back to the compressor after transportation. If you have an ice make or water dispenser, replace the filtration system every 6 months.

Range Hood

The range hood should always be turned on to reduce the humidity caused from cooking and boiling water. After each use, wipe the body of the hood and the middle support plate with a dry cloth or a wet cloth with mild detergent.

To reduce the risk of fire due to a greasy cooktop:

- Keep fans, filters and oil collectors clean;
- Always turn the hood ON when cooking; and
- Use low speed when heating oil. Switch to high speed only when necessary.

The standard kitchen exhaust vent installed in your home is 6" to meet the Ontario Building Code.



Dishwasher

Before using the dishwasher, check the garbage disposal (if there is) component and make sure it is empty. If the component is not empty, the dishwasher drain may cause water to spray out of the air gap.

Washer

Ensure the water to your washing machine is turned off after each use. This is very important, especially if you are away for the weekend or on vacation. Should the water hose fail, you may be responsible for the damage done to your home. To turn the water supply off, simply turn the handles or valves into the 'off' position where the hoses are connected, usually behind the washer.

Dryer

It is important that the lint filter located in the lint trap be kept clean. If the filter is not kept clean, it will extend the drying cycles and could present a fire hazard. Ensure that the screen in the filter be in the 'up' position at all times and that the dryer fan turns on during each cycle.



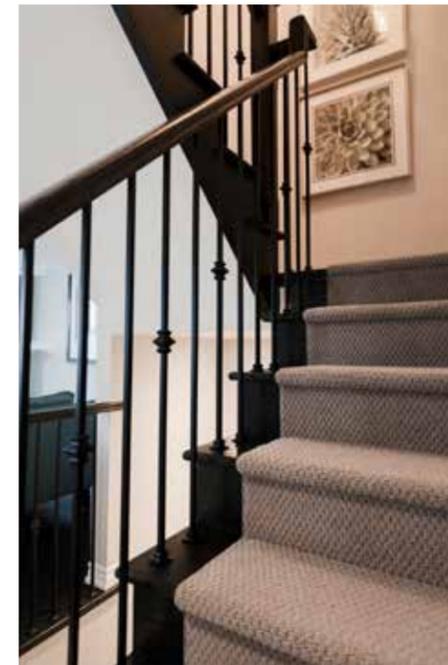
LIGHT-COLOURED STAINS MAY SHOW A GREATER VARIATION THAN DARK-COLOURED STAINS.



Staircase

Colour Variation

The main staircase in your home is typically a natural oak product, sometimes maple depending on your staircase finish. The colour variation on your staircase may differ slightly from your hardwood or laminate flooring depending on the type of flooring you have chosen at the Décor Studio. Pre-finished engineered hardwood flooring comes in a variety of species, collections (e.g. hand scraped, wire brushed) and colours that may differ from the stain on a solid oak or maple staircase. Light-coloured stains may show a greater variation than dark-coloured stains. Our subcontractor's run various tests and samples before staining your staircase to find a stain that best compliments your floor. Repainted areas may contrast slightly from the original finished surface.



Interior Railing

Like the rest of your staircase, the interior railing is made of a natural wood product and may somewhat appear different in colour depending on your choice of flooring. Pickets come in a variety of finishes such as natural wood and wrought iron and is a customer preference. Slight movement in stair railings may occur under normal use and is acceptable. Minor gaps may exist between railing parts from different methods of fabrication.



Squeaky Riser or Tread

A squeaky riser or tread may be caused by low-humidity levels in your home as the water evaporates from the natural wood product during the curing process. Homeowner maintenance is required to preserve humidity levels in a home to prevent excessive drying of materials. Squeaky risers or treads caused by loose joints will be repaired if reported on your 1-year occupancy warranty form.



Fireplace

A gas fireplace enhances your home and distinctively adds attention to your home while reducing the cost of your hydro bill.

A gas fireplace is not your home's main source of heat and should not be continuously running. A fan should always be installed to prevent discolouration and to prolong the life of the fireplace unit.

Electric fireplaces are an alternative to gas fireplaces that bring the same attention to your home. The joy with an electric fireplace is that you can turn the heat function off and use it for visual aesthetics only even during warmer seasons. Like gas fireplaces, electric fireplaces are not designed to be your home's main heat source. Even though electric fireplaces do not produce any carbon monoxide fumes, it should not be continuously remained on without supervision.

POETRY LIVING

LIKE GAS FIREPLACES,
electric fireplaces are not
designed to be your home's
main heat source.



Wall Tile & Tile Flooring

Ceramic, porcelain and marble tiles are durable, but may crack or chip if heavy objects fall on them. For this reason, it is recommended that you take care in handling objects in those areas. Daily maintenance will help you prolong the stylish appearances of your tiles. You can remove dust particles with a broom or remove any wet spillage immediately with a damp mop. Let the floor dry before allowing traffic.

Additional tiles are left in your home during the construction process and will be used for any repairs that are required in your home during the warranty period.

A slight difference in dye lots may be visible under normal lighting conditions and is acceptable. Variation in grout colour may also occur in repaired areas.

Tip: Use a damp mop with mild detergent and water to clean the floor, and immediately dry off any excess water with a soft, dry cloth.



Hardwood Flooring

Humidity Control

Solid wood strip flooring is a natural wood product of mother nature and will absorb excess moisture under humid conditions and release their normal moisture content under excessively dry conditions more than engineered hardwood flooring that is made with a thin layer of hardwood on top of a high-quality plywood.

All wood flooring expands in the humid summer weather and shrinks in the winter under dry conditions. All flooring, particularly square edge type is apt to swell during the humid season and will shrink when heat is applied. A dehumidifier will help protect your wood floor from excessive humidity which would result in expansion and warping the wood strip flooring and a humidifier will provide moisture in the air to help the problem of shrinking (cracks between strip) in your wood floors. Maintain a humidity level of 45% to minimize expansion and contraction in your hardwood floors.

Discolouration

Light stain colours for example white and grey, will show more discolouration than dark stain colours. Any covered areas should be moved periodically to help slow down aging. Blocking sun light from shining directly on the floor will also help slow down aging. Colour of sample is only a representation of the final flooring product and actual colour may vary from production run. Knots and colour variations are natural characteristics of wood and are acceptable within the specified grade.

Tip: Use of both a dehumidifier and a humidifier system at the appropriate times of the year.

Tip: Wipe up spills immediately; never use a steam mop or abrasive cleaners (e.g. bleach, vinegar) on your hardwood flooring. Use a manufacturer recommended flooring cleaner; use felt protectors under all furniture and large blankets when moving furniture to avoid scratches and dents; and rotate area rugs occasionally to minimize discolouration from direct sunlight.

POETRY LIVING

THE HOMEOWNER can prevent permanent damage by maintaining indoor humidity levels.



Tip:

Any spills on laminate flooring should be removed and cleaned immediately with a dry cloth or paper towel.

Laminate Flooring

Laminate flooring is not real hardwood but is being used increasingly to obtain the look and feel of a hardwood floor.

Laminate is usually made from medium or high-density fiberboard (fine grain particle board) with a photo reproduction of hardwood or other material covered by a tough plastic top layer. These floors offer excellent scratch and wear resistance but contrary to many people's conception they are not indestructible.

Like hardwood flooring, laminate flooring is susceptible to expansion and contraction with moisture levels in the home. The homeowner can prevent permanent damage by maintaining indoor humidity levels.



A PROFESSIONAL CLEANING EVERY 1 TO 2 YEARS IS RECOMMENDED TO ENHANCE THE CARPET'S APPEARANCE AND PERFORMANCE.

Tip:
To avoid indentations, do not use metal domes on furniture.

Carpet Flooring

Concerns about carpet seams or spots on carpet should be identified at the Pre-Delivery Inspection (PDI) to avoid any dispute between the Builder and homeowner.

Variations in the shading of some carpet are evident when the nap runs in different directions. The nap of the carpeting should run in the same direction in each room. It is acceptable for the transition to change between rooms or areas such as doorways and thresholds.

Discolouration

Light and white coloured carpets may become discoloured at the walls and heating registers due to the filtering process that occurs with forced-air heating. There are a number of causes for this, but it is generally caused by candle burning and pollution in both interior and exterior air quality and is not covered under any warranty.

Care Maintenance

It is suggested you begin maintaining the carpets upon occupancy to keep their original appearance in the years to come. Clean and remove any spills immediately to prevent spots and stains. Surface dirt and lint in heavy traffic areas should be a daily maintenance. Thorough vacuuming of carpets benefits with the removal of embedded dirt and should be done on a weekly basis. A professional cleaning every 1 to 2 years is recommended to enhance the carpet's appearance and performance.



Cabinets

One of the most visible finishings is the cabinets installed in your kitchen and bathrooms. It is suggested you exercise care in cleaning and handling the cabinet.

Cabinet exteriors and interiors should be cleaned with a mild soap solution on a clean cloth, and rinsed with clear water. Cabinets should be wiped dry with a soft clean cloth immediately after cleaning. Cabinets should never be cleaned with harsh detergents, abrasive cleansers or steel wool pads. Water should not be allowed to contact cabinet surfaces for more than a few minutes and steam from kettles should be directed away from cabinet surfaces.



Cabinet doors, boxes, drawers and hardware such as knobs, hinges and drawer slides are warranted against defects in material and workmanship for 1 year. Cabinets constructed of wood are subject to normal variations in grain and colours found in nature are not considered defects. Likewise, colour and grain of replacement parts may vary from the original installation. Poetry Living is not responsible for fading of cabinetry materials due to exposure to sunlight. Damage from the use of inappropriate cleaning products, such as naphtha spray waxes and lemon oil, are not covered by any warranty.



Tip:

A sealant is recommended on natural stone countertops every 3 to 5 years.

Countertops

Scratches, chip and cracks that were not noted on the Pre-Delivery Inspection (PDI) are not covered under any warranty. Damage to laminate or stone surfaces from hot pans and cooking appliances, use of abrasive cleaner, bleach or steel wool, the use of cutting utensils on countertops and burns from cigarettes or cigars are not covered under any warranty.

Natural stone slabs and engineered quartz slabs can stain and will scratch and dull with abrasive contact. Do not set hot pots, pans or appliances directly on unprotected countertop surface. Avoid letting water remain on or near a joint in the countertop material. This will cause discolouring and possible separation of the seam. Wipe the surface immediately.

Tip:

When cleaning your countertops, only use a damp water soft cloth. Never use any ammonias, bleaches, acids, vinegars and never use an abrasive cloth.

Quartz

Quartz has become a prevalent choice of countertop among homeowners as it is non-porous, so it resists stains better than granite and marble. It is also more durable and comes in a wide variety of colours. Quartz, engineered stone slabs like Caesarstone, are made with over 90% of natural stones and therefore these also vary from piece to piece and from samples seen in showroom in shades and tonality.

Granite and Marble

Natural stone (marble, limestone, granite, quartzite and onyx) countertops are made of natural stone from nature and therefore natural colors, veins, fossils, quartz crystals in the countertop is very natural and normal, also no two pieces are alike and will vary from piece to piece and will vary from samples seen in the Décor Studio. Surface pits, fissures and veins are a characteristic of natural stones, contributing to its uniqueness and the very essence of its beauty. Natural marble has an increased susceptibility to surface staining and marking even from water alone due to the increased porous nature of its type. Any spills should be wiped immediately.

Laminate

Laminated countertops are made with a plastic coating. Never set hot pots, pans or appliances directly on laminated service to avoid irreversible damage. As a homeowner, you should perform regular cleanings to preserve its finish. Any spills or standing water should be wiped immediately to avoid swelling of laminated surfaces. Delamination caused by excessive heat from pots, pans or cooking equipment is excluded from the warranty. Use a protective or insulating pad to avoid overheating of hot pans or activated electrical appliances on laminated surfaces.

POETRY LIVING

SURFACE PITS, FISSURES AND VEINS are a characteristic of natural stones, contributing to its uniqueness and the very essence of its beauty.

POETRY LIVING

DUCT CLEANING will usually take 2 to 4 hours depending on the size of your home.



Duct Cleaning

Every Poetry Living home receives duct cleaning before the homeowner takes possession of their new home.

Duct cleaning is the removal of dirt, debris and other materials found in the ductwork and HVAC components of your home. Homeowners should have their ductwork inspected every 3 to 5 years by a professional to see if the ductwork needs to be cleaned. Duct cleaning will usually take 2 to 4 hours depending on the size of your home. Individuals experiencing unusual allergic reactions in the home, if you have pets or smells of mould in the air flow from vents may be a sign that your duct work needs to be inspected.

APPENDICES

Your New Home's Warranty

1-Year

One-Year Warranty

- Requires a home is constructed in a workman-like manner and free from defects in material;
- Protects against unauthorized substitutions
- Requires the home to be fit for habitation;
- Protects against Ontario Building Code violations; and
- Applies for one year, beginning on the home's date of possession even if the home is sold.

2-Year

Two-Year Warranty

- Protects against water penetration through the basement or foundation walls;
- Protects against defects in materials that affect windows, doors and caulking and defects in work that results in water penetration into the building envelope;
- Covers defects in work or materials in the electrical, plumbing and heating delivery and distribution systems;
- Covers defects in work or materials that result in the detachment, displacement or deterioration of exterior cladding (such as brickwork, aluminum or vinyl siding);
- Protects against violations of the Ontario Building Code that affect health and safety; and
- Applies for two years, beginning on the home's date of possession.

7-Year

Seven-Year Warranty

Your home's seven-year warranty covers major structural defects (MSD) and begins on the date you take possession of the home and ends on the seventh anniversary of that date. For example, if your home's date of possession is October 23, 2018, the seven-year MSD warranty begins on October 23, 2018 and remains in effect until and including October 23, 2025.

A major structural defect is defined in The Ontario New Home Warranties Plan Act as:

Any defect in work or materials in respect of a building, including a crack, distortion or displacement of a structural load-bearing element of the building, if it,

1. Results in failure of a structural load-bearing element of the building,
2. Materially and adversely affects the ability of a structural load-bearing element of the building to carry, bear and resist applicable structural loads for the usual and ordinary service life of the element, or
3. Materially and adversely affects the use of a significant portion of the building for usual and ordinary purposes of a residential dwelling and having regard to any specific use provisions set out in the purchase agreement for the home

The seven-year MSD warranty includes significant damage due to soil movement*, major cracks in basement walls, collapse or serious distortion of joints or roof structure and chemical failure of materials. In addition to the general exclusions, the seven-year MSD warranty specifically excludes: dampness not arising from failure of a load-bearing portion of the building; damage to drains or services; and damage to finishes.



Tarion Non-Warrantable Items

- Damage resulting from improper maintenance, such as dampness or condensation caused by the homeowner's failure to maintain proper ventilation levels or improper operation of a humidifier, hot tub, septic system or any other moisture producing device;
- Alterations, deletions or additions made by the homeowner (such as changes to the direction of the downspouts, grading or slope away from the house);
- Defects in materials, design and work supplied or installed by the homeowner;
- Secondary damage caused by defects under warranty. While the defects themselves are covered, the personal or property damage they cause is not. Often, your homeowners' insurance covers secondary damage;
- Normal wear and tear, such as scuffs and scratches to floor and wall surfaces caused by homeowner's moving, decorating, and/or day-to-day use of the home;
- Normal shrinkage of materials that dry out after construction (such as nail "pops" or minor concrete cracking);
- Settling soil around the house or along utility lines;
- Damage from floods, "acts of God", wars, riots, or vandalism;
- Damage from insects or rodents, unless the result of construction that does not meet the Ontario Building Code;
- Damage caused by municipal services or other utilities;
- Surface defects in work and materials noted and accepted in writing by the homeowner at the time of possession;
- Damage caused by the homeowner(s) or visitor(s); or
- Contractual warranties which lie outside the Ontario New Home Warranties Plan Act. You may have recourse for these warranties under your purchase agreement

Poetry Living Non-Warrantable Items

- Damage resulting from improper maintenance (e.g. sod damage due to lack of watering);
- All damage (i.e. scratches, chips, scrapes, stains, etc.) not listed on the Pre-Delivery Inspection (PDI) Form;
- Any special agreement between the homeowner and the Builder which is subject to a warranty of guarantee given by its manufacturers or suppliers, regardless of the terms and/or conditions limiting said guarantee;
- Minor drafts at door and window openings and/or at electrical outlets and baseboards;
- Locating survey pins and boundary lines;
- 'Winterkill' in lawns or damage resulting from animals or lawn furniture;
- Death of a mature tree;
- Damage to driveways caused by heavy or sharp objects or petroleum products;
- Depressions on driveway of up to and including 6", surface unevenness, flaking or surface stones, cracking at the edges on any asphalt driveway or boulevard installation;
- Minor cracks in concrete floors, porch or patio slabs due to normal shrinkage in concrete materials;
- Surface pitting, superficial cracking and marbling in concrete;
- Minor efflorescent (white powder) on concrete and brick walls. No warranty applies for cleaning normal dirt accumulation on brickwork;
- Damage to concrete slabs, walks and garage floors caused by salt or calcium products;
- Sanding, painting or wall papering of finishing at time of year-end drywall service;
- Cracking of toilet bowl or separation between floor and toilet caused by over-tightening of bolts by homeowner;
- Minor tool marks and blemishes in trim and other millwork surfaces;
- Minor variations in color, shading or wood grain on panels and trim;
- Plumbing stoppages other than those caused by construction debris up to a period of one month;
- Damage of plumbing fixtures due to abrasive cleaners or careless use;
- Replacement of faucet washers and 'o' rings;
- Exact color match of any replacement material;
- Uneven flooring within building standards;
- Minor settlement in home (floors, walls, roofs, ceiling and etc.);
- Shrinkage of caulking around windows, kitchen countertops, backsplashes, tub enclosure and bathroom vanities;
- Exterior maintenance on the flashing around vent stacks and chimneys in roof are excluded from warranty and are the responsibility of the homeowner to maintain;
- Any damage caused by the improper installation of automatic garage door openers, not installed by Poetry Living, shall void service protection to these items and installations;
- Any replacement brickwork required, including mortar cracking and spalling, will be done at the option of Poetry Living and the homeowner acknowledges that the colour match to the bricks originally installed cannot be guaranteed;
- Any special agreement made between the homeowner and subcontractor/supplier without the consent of Poetry Living; or
- Items not reported in writing to Tarion or Poetry Living within your warranty time period.



PRE-DELIVERY INSPECTION CHECKLIST KITCHENS, BATHROOMS, & LAUNDRY

KITCHEN

- Test lights to ensure they work properly.
- Test the GFCI outlet (near the sink) to ensure it works properly
- Check that all options and upgrades have been installed and are complete
- Check the floor for scratches, dents, loose tiles, etc. (See Floors, Walls and Other Interior Items)

COUNTERTOPS

- Check the countertop for scratches, chips, or other damage

TARION TIP: *Keep in mind that if you selected a natural stone for your counter tops, such as granite or marble, you can expect to find natural imperfections like surface pits, fissures or veins.*

- Check the backsplash for scratches, chips, or other damage
- If you have a fixed island, make sure that it is secure to the floor

CABINETS AND DRAWERS

- Check the cabinets to make sure they are properly aligned
- Check cabinets and drawers for damages or imperfections

TARION TIP: *Keep in mind that if you have a natural wood finish, it is normal to find variations in the wood grain and the stain finish.*

- Check that cabinet doors and drawers open and close properly

SINK

- Test the faucet / Test the hot water

TARION TIP: *Note that hot water may not be instantaneous.*

- Fill the sink with water and check that it drains properly
- Look under the sink for evidence of leaking, such as water stains
- Check under the sink to make sure that the dishwasher is connected

APPLIANCES

- Check major built-in appliances for surface damage such as scratches and dents
- Test the range hood fan and light
- Ask your builder for any user guides and warranty information

BATHROOM

- Test the lights, including the GFCI outlet near the sink

TARION TIP: *A ground fault interrupter (or GFCI) circuit near water sources protect you from electrical shock.*

- Turn on the bathroom fan to make sure it works
- Check the floor for missing or damaged tiles
- Check mirrors for scratches, chips, or other damage
- Check that cabinet doors and drawers open and close properly

TOILET

- Check the toilet for scratches, chips, or other damage
- Make sure the toilet bowl is secure to the floor
- Make sure the toilet flushes properly

- Check the floor around the toilet for water leaks

SINK

- Check the sink for scratches, chips or other damage
- Check caulking at the countertop backsplash
- Test the faucet | Test hot water

TARION TIP: *Note that hot water may not be instantaneous*

- Test the stopper. Fill the sink with water and check that it drains properly
- Look under the sink for evidence of leaking such as water stains

SHOWER/TUB

- Examine the caulking around the tub and shower enclosures
- Test the shower head and drain
- Check tub for scratches, chips or other damage
- If you have a shower door, check that it opens and closes properly
- Check tiles for damages.

LAUNDRY ROOM

- Make sure that the dryer is venting outside
- Ensure that water hook ups are connected to the correct hot and cold inlet
- Check visible flooring for damage
- Test the lights and the GFCI outlet near the sink
- Check appliances for surface damage such as scratches and dents
- Ask your builder for any user guides and warranty information.



PRE-DELIVERY INSPECTION CHECKLIST FLOORS, WALLS AND OTHER INTERIOR ITEMS

FLOORS

GENERAL

- Inspect all flooring for damage

HARDWOOD

- Walk across all floors. You should only hear a minimum squeaking and notice a minimum amount of spring when walking on the floor.

TARION TIP: *Given the nature of wood, a wood floor system will have some unevenness.*

- Check for scratches, gouges or other damage

TARION TIP: *Natural wood may contain variations in the grain or colour.*

CARPET

- Examine seams in carpets (and vinyl) to ensure they are tight and there are no gaps.

TARION TIP: *Depending on the type of carpet selected, seams may be tight and secure, but still be visible.*

- Examine carpeting for stains or shade variations

CERAMIC

- Inspect ceramic tile surfaces for cracks, chips or gouges
- Check joints between ceramic tiles for alignment and proper grouting

WALLS

- Inspect the wall and trim finishes for uneven paint coverage

TARION TIP: *Wall finishes may appear different depending on lighting conditions. Finish should be inspected under normal lighting and viewing conditions.*

- Make sure finished drywall is free from dents and gouges
- Make sure that trim (including baseboards and door and window casings) is properly aligned, secure, painted/stained, and free from surface defects

DOORS

- See that doors are well-fitted and open and close properly
- Check that doors latch firmly and lock properly
- Check that the exterior doors have been sealed with weather-stripping
- If applicable, check that the exterior door leading to the garage is equipped with an automatic closer. This door should close and seal on its own. Check seal around door to ensure it is tight.
- Make sure that closet doors are secure and that they open and close easily
- Make sure door finishing is free from damage, such as scratches, dents, or cracks
- Check the gaps between the door, floor, and surrounding frame

TARION TIP: *Ensure that there is a visible gap between the bottom of the door and the floor covering.*

WINDOWS

- Check windows to ensure they open, close and lock properly
- Check that window panes are free from scratches, cracks, or other damage
- Check that there is no moisture between window panes
- Make sure that all appropriate screens are properly fitted in place and inspect them for tears or holes

STAIRS

- Check handrails on stairs to ensure they are securely fastened and are free from rough edges, chips, or other damage
- Check stair finishing

TARION TIP: *Keep in mind that if you have hardwood flooring, there may be a difference in look between the stairs and the floor.*

CLOSETS

- If your builder is providing shelves and/or rods in your closets, check that they have been installed



PRE-DELIVERY INSPECTION CHECKLIST
EXTERIOR

The completion of your new home includes final grading, and the installation of driveways, patios and walkways.

Tarion Tip: If you are unable to inspect your home's exterior due to weather conditions, make note of it on the Pre-Delivery Inspection Form.

EXTERIOR CLADDING

BRICK

- Check for cracked or damaged bricks
- Check that weep holes are clear

TARION TIP: Weep holes are small openings that allow water to drain from behind the brick. They are generally located at the bottom of the brick and above windows and doors.

STUCCO

- Check that stucco is free from cracks or other damage

VINYL/ALUMINUM/ WOOD SIDING

- Check that siding appears secure
- Check that siding is not bowed or wavy

EXTERIOR TRIM

- Check that exterior trim has been completed, properly painted (if required), and free from damage

CAULKING

- Make sure all caulking has been completed around all windows, doors, and exterior openings

GRADING

- Check that the grading slopes away from the house

TARION TIP: Some lots require shallow run-off trenches called swales to help collect and divert surface water.

TARION TIP: The grading is approved by the municipality and cannot be altered by the homeowner.

- If applicable, check that basement windows below grade have window wells

SOD

TARION TIP: Once you have taken ownership of your new home, it is your responsibility to maintain the sod. Make sure you understand how to care for it.



PRE-DELIVERY INSPECTION CHECKLIST
OPERATING SYSTEMS

Your home includes heating, ventilation, electrical and plumbing systems. Your builder should provide you with any operating manuals that relate to your home's systems. Learning from your builder how these systems operate is one of the key benefits of the Pre-Delivery Inspection. The information that follows will assist you in talking to your builder about these systems.

HEATING

- Check the condition of the furnace and hot water heater. Ensure both are functioning
- Find the furnace filters and ask about how to care for them
- Review the operation of your heating and cooling system, and how the programmable thermostat functions
- Locate the emergency shut off switch for the furnace
- Learn about the location of shut off valves for fuel supplies and understand how to operate them
- Be sure to understand the maintenance schedule needed to keep this equipment in top performance

AIR CONDITIONING

- If your builder is providing a central air conditioner, check that it has been installed and is functioning.

TARION TIP: Air conditioning systems cannot be operated when outside temperatures are below a certain level. Your builder should be able to provide you with this information.

MECHANICAL VENTILATION

- Make sure that you understand how to achieve proper ventilation in order to avoid condensation problems

TARION TIP: Condensation problems that result from improper maintenance are not covered by the new home warranty.

- If applicable, locate the principal fan switch and ensure that it functions
- If your home is equipped with a Heat Recovery Ventilator (HRV), have your builder instruct you on its proper use and maintenance

TARION TIP: A hydrometer is a device that measures the humidity levels in your home. Ask your builder to recommend the humidity levels so you can ensure your house stays at a level to protect your investment.



Home Maintenance Checklist

- JAN**
- Clean furnace filter and heat recovery ventilator (HRV)
 - Check furnace fan belt
 - Check water heater
 - Check exhaust fans
 - Clean humidifier
 - Remove snow and ice from roof overhang/vents
 - Check and reset ground fault circuit interrupter (GFCI)
 - Test smoke alarms and carbon monoxide detector

- FEB**
- Clean furnace filter and HRV
 - Check inside surfaces
 - Remove snow and ice from roof overhang/vents
 - Check and reset GFCI

- MAR**
- Clean furnace filter and HRV
 - Check attic
 - Check sump pump (if installed)
 - Clean humidifier
 - Remove snow and ice from overhang and vents
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- APR**
- Check eavestroughs and downspouts
 - Clean furnace filter and HRV
 - Clean humidifier
 - Inspect basement or crawl spaces
 - Check roof for loose or cracked shingles
 - Check driveways and walks for frost damage
 - Check water heater for leaks
 - Turn on exterior water supply
 - Plan landscaping to avoid soil settlement and water ponding
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- MAY**
- Inspect fences
 - Check caulking for air and water leaks
 - Lubricate weatherstripping
 - Check exterior finishes
 - Check windows and screens are operating properly
 - Check septic system (if installed)
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- JUN**
- Inspect air conditioning
 - Check roof
 - Check sheds and garages
 - Check sealing around windows and doors
 - Check septic system and clean if necessary
 - Fertilize lawn
 - Check water heater
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- JUL**
- Air out damp basements on dry, sunny day
 - Clean air conditioner
 - Check exhaust fans
 - Check water heater for leaks
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- AUG**
- Clean air conditioner filter
 - Air out damp basements on dry, sunny days
 - Inspect driveways and walks
 - Inspect doors and locks
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- SEP**
- Check exterior finishes
 - Check garage door tracks and lubricate bearings
 - Check caulking for air and water leaks
 - Plant new lawn
 - Check fireplace and chimney
 - Check basement or crawl spaces
 - Have humidifier, furnace and HRV serviced
 - Check clothes dryer vent
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- OCT**
- Check windows and screens
 - Drain exterior water lines
 - Check roof including shingles, flashing and vents
 - Check weatherstripping
 - Check sealing around windows and doors
 - Check septic system
 - Winterize landscaping and remove leaves
 - Clean furnace filter and HRV
 - Clean water heater
 - Shut off exterior water supply
 - Check eavestroughs and downspouts
 - Clean humidifier
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- NOV**
- Turn on humidifier
 - Check attic
 - Inspect floor drains to ensure trap is filled with water
 - Clean furnace filter and HRV
 - Check for condensation and humidity
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detectors

- DEC**
- Check air ducts
 - Check for excessive snow on roof
 - Clean furnace filter and HRV
 - Clean humidifier
 - Check and reset GFCI
 - Test smoke alarms and carbon monoxide detector

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