



## Welcome to Your New Home

Dear

I would like to take this opportunity to congratulate you on the purchase of your new home! It has been my pleasure to assist you in the Real Estate process.

As a way of showing you my gratitude, I would like to offer you this very useful HOMEOWNER'S BOOK OF RECORDS. This book is specially designed to enable you to retain and organize important records pertaining to the purchase and servicing of your new home.

In the future, please feel free to give me a call if you have any questions regarding your Real Estate needs.

Once again, congratulations and much happiness in your new home!

Sincerely,

P.S. Your referrals of family and friends are always welcomed and appreciated!



# HOMEOWNER'S Book of Records

THIS BOOK IS DESIGNED FOR THE HOMEOWNER TO SAVE ALL PERTINENT RECORDS RELATING TO THE PURCHASE AND SERVICING OF THEIR HOME.

PRESENTED TO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

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# Property Purchase

## WHAT DO YOU SAVE?

All records and information pertaining to the closing of your home purchase.

### RECORDS AND INFORMATION ENCLOSED:

- \_\_\_\_\_
- \_\_\_\_\_
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# Mortgage & Taxes

## WHAT DO YOU SAVE?

Monthly and Annual Mortgage Statements  
Annual Tax and Property Valuation Statements

### MORTGAGE RECORDS

#### Primary Financing

Original Date of Loan \_\_\_\_\_  
Lender \_\_\_\_\_  
Loan Officer \_\_\_\_\_  
Phone # \_\_\_\_\_  
Loan Balance \$ \_\_\_\_\_  
Interest Rate & Term \_\_\_\_\_  
Website \_\_\_\_\_  
Password \_\_\_\_\_

#### First Refinance

Original Date of Loan \_\_\_\_\_  
Lender \_\_\_\_\_  
Loan Officer \_\_\_\_\_  
Phone # \_\_\_\_\_  
Loan Balance \$ \_\_\_\_\_  
Interest Rate & Term \_\_\_\_\_  
Website \_\_\_\_\_  
Password \_\_\_\_\_

#### Secondary Financing

Original Date of Loan \_\_\_\_\_  
Lender \_\_\_\_\_  
Loan Officer \_\_\_\_\_  
Phone # \_\_\_\_\_  
Loan Balance \$ \_\_\_\_\_  
Interest Rate & Term \_\_\_\_\_  
Website \_\_\_\_\_  
Password \_\_\_\_\_

#### Second Refinance

Original Date of Loan \_\_\_\_\_  
Lender \_\_\_\_\_  
Loan Officer \_\_\_\_\_  
Phone # \_\_\_\_\_  
Loan Balance \$ \_\_\_\_\_  
Interest Rate & Term \_\_\_\_\_  
Website \_\_\_\_\_  
Password \_\_\_\_\_

### TAX RECORDS

#### Tax Assessor Information

County of \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_   
Phone # \_\_\_\_\_

Website \_\_\_\_\_  
Password \_\_\_\_\_

Original Property Value \$ \_\_\_\_\_  
Tax Due Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessed Property Value Changes:  
Date \_\_\_\_\_ Value \$ \_\_\_\_\_  
Date \_\_\_\_\_ Value \$ \_\_\_\_\_  
Date \_\_\_\_\_ Value \$ \_\_\_\_\_  
Date \_\_\_\_\_ Value \$ \_\_\_\_\_

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# Insurance

**WHAT DO YOU SAVE?**  
Original Copy of Insurance Policies  
Premium Statements

## HOMEOWNER'S INSURANCE

Company \_\_\_\_\_ Original Date of Policy \_\_\_\_\_  
 Agent \_\_\_\_\_ Policy # \_\_\_\_\_  
 Phone # \_\_\_\_\_ Annual Premium \$ \_\_\_\_\_  
 Email \_\_\_\_\_ Premium Due Dates \_\_\_\_\_  
 Address \_\_\_\_\_  
 Website \_\_\_\_\_ Password \_\_\_\_\_  
 Coverage Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## MORTGAGE INSURANCE

Company \_\_\_\_\_ Original Date of Policy \_\_\_\_\_  
 Agent \_\_\_\_\_ Policy # \_\_\_\_\_  
 Phone # \_\_\_\_\_ Annual Premium \$ \_\_\_\_\_  
 Email \_\_\_\_\_ Premium Due Dates \_\_\_\_\_  
 Address \_\_\_\_\_  
 Website \_\_\_\_\_ Password \_\_\_\_\_  
 Coverage Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ADDITIONAL INSURANCE

Company \_\_\_\_\_ Original Date of Policy \_\_\_\_\_  
 Agent \_\_\_\_\_ Policy # \_\_\_\_\_  
 Phone # \_\_\_\_\_ Annual Premium \$ \_\_\_\_\_  
 Email \_\_\_\_\_ Premium Due Dates \_\_\_\_\_  
 Address \_\_\_\_\_  
 Website \_\_\_\_\_ Password \_\_\_\_\_  
 Coverage Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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# Home Warranty

## WHAT DO YOU SAVE?

Home Warranty Policy  
Receipts of Services Completed

### HOME WARRANTY

Company \_\_\_\_\_ Policy# \_\_\_\_\_  
 Agent \_\_\_\_\_ Deductible \$ \_\_\_\_\_  
 Phone # \_\_\_\_\_ Premium \$ \_\_\_\_\_  
 Service Phone # \_\_\_\_\_ Policy Renewal Due Date \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_ Password \_\_\_\_\_  
 Coverage Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Service Company	Service Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

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# Utilities & Household Services

## WHAT DO YOU SAVE?

Monthly Receipts  
Maintenance Contracts

### UTILITIES

**Gas Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Phone # \_\_\_\_\_

Meter Shut Off Location \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Water Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Phone # \_\_\_\_\_

Main Valve Location \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Garbage Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**TV Provider** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Electric Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Phone # \_\_\_\_\_

Circuit Box Location \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Phone Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Phone # \_\_\_\_\_

Phone Panel Location \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Cell Phone Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Internet Provider** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

### HOUSEHOLD SERVICES

**Home Security Co.** \_\_\_\_\_

Account # \_\_\_\_\_ Code \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Gardener** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Pest Control Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

**Pool Service Co.** \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Website \_\_\_\_\_

Password \_\_\_\_\_

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# Interior Decorating

## WHAT DO YOU SAVE?

Receipts, Paint chips, Fabric Swatches, Flooring Samples, Etc.

### PAINTING

Date	Purchased At	Room	Manufacturer	Color #

### WALL COVERINGS

Date	Purchased At	Room	Manufacturer	Color #

### FLOOR COVERINGS

Date	Purchased At	Room	Manufacturer	Color #

### WINDOW TREATMENTS

Date	Purchased At	Room	Manufacturer	Color #

### OTHER DECORATING EXPENSES

Date	Purchased At	Room	Manufacturer	Color #

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# Home Furnishings

**WHAT DO YOU SAVE?**

All Furniture Receipts & Warranties

Date	Purchased At	Room	Manufacturer	Color #

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# Landscape, Pool, & Spa

## WHAT DO YOU SAVE?

Receipts, Paint chips, Fabric Swatches, Flooring Samples, Etc.

### LANDSCAPE

Date	Landscape Co.	Landscape Completed	Price

### HARDSCAPE

Date	Hardscape Co.	Hardscape Completed	Price

### POOL & SPA

Date	Pool & Spa Co.	Pool & Spa Work Completed	Price

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# Appliances

**WHAT DO YOU SAVE?**  
Receipts & Warranties, Maintenance Contracts,  
Product Registrations

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appliance** \_\_\_\_\_

Date Purchased \_\_\_\_\_

Purchased At \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Maintenance Record:

Date      Repair Completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Electronics

**WHAT DO YOU SAVE?**  
Receipts & Warranties, Maintenance Contracts,  
Product Registrations

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Item** \_\_\_\_\_  
 Date Purchased \_\_\_\_\_  
 Purchased At \_\_\_\_\_  
 Manufacturer/Model \_\_\_\_\_  
 Maintenance Record:  
 Date      Repair Completed  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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# Home Improvements

## WHAT DO YOU SAVE?

Receipts & Warranties, Maintenance Contracts,  
Product Registrations

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Improvement** \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

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# Homeowner's Association

## WHAT DO YOU SAVE?

Receipts, Assessment Records, Rules & Regulations  
Association Financial Statements & Budget

### ASSOCIATION INFORMATION

Name of Association \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact \_\_\_\_\_ Emergency Phone # \_\_\_\_\_  
 Website \_\_\_\_\_ Email \_\_\_\_\_

Managing Company \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact \_\_\_\_\_ Emergency Phone # \_\_\_\_\_  
 Website \_\_\_\_\_ Email \_\_\_\_\_

Monthly Dues \$ \_\_\_\_\_ Date Due \_\_\_\_\_

### BOARD OF DIRECTORS

Name _____	Name _____
Title _____	Title _____
Phone # _____	Phone # _____
Email _____	Email _____
Name _____	Name _____
Title _____	Title _____
Phone # _____	Phone # _____
Email _____	Email _____

### SPECIAL ASSESSMENTS

Date	Work Completed	Assessment Paid
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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# Make Your Own Category

**WHAT DO YOU SAVE?**

[Empty white box for category name]

[Lined area for notes]

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# Household Inventory

List all household items, their purchase date, and purchase price for insurance records purposes. You may also want to include model & serial numbers, photos and a video. These records will become a valuable source of information for the replacement of damaged or stolen household property. The HOUSEHOLD INVENTORY RECORDS should be kept in your safety deposit box or a fire proof safe for safe keeping.

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price

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**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ROOM** \_\_\_\_\_

Household Item	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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