HEARTH BINDER

Household Binder

The papers your family would need on a hard day, finally in one place: contacts, accounts, bills, insurance, home maintenance and a room-by-room inventory.

5 sections · 39 pages · Letter + A4

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START HERE

How to set up your binder

1 · PRINT AND TAB

Print single-sided, punch, and put a tab before each of the five section pages.

2 · ONE SECTION A WEEK

Fill in one section a week. Most families finish in a month of short evenings.

3 · TELL SOMEONE

Tell one trusted person where the binder lives. It matters most when you can't explain it yourself.

4 · REVIEW EACH JANUARY

Update numbers, policies and passwords once a year: the review checklist is on the last page.

Sections

#	SECTION	WHAT'S INSIDE
1	**Household**	info, emergency, family, pets
2	**Accounts**	passwords, subscriptions, bills
3	**Protect**	insurance, documents, warranties
4	**Home**	maintenance, inventory, vehicles
5	**People**	contacts, house-sitter, birthdays

A personal organiser, not legal, financial or medical advice. Keep this binder somewhere private and safe.

01

SECTION 1

Household

info, emergency, family, pets

Household information

Address

Home phone

Wi-Fi name · password hint

Electric company · account #

Gas / heating · account #

Water · account #

Internet · account #

Trash / recycling day

Landlord / HOA · phone

Main water shut-off is

Breaker panel is

Gas shut-off is

Spare key is with

Alarm company · code hint

Emergency contacts

WHO	NAME	PHONE	NOTES
Emergency			
Poison control			
Doctor			
Dentist			
Pharmacy			
Vet			
Neighbour			
Family			
Family			
Work			
Work			
School			
School			
Insurance			
Plumber			
Electrician			

ACCOUNTS

Password log

WEBSITE / APP

Address

Username / email

Password hint

Notes

WEBSITE / APP

Address

Username / email

Password hint

Notes

WEBSITE / APP

Address

Username / email

Password hint

Notes

WEBSITE / APP

Address

Username / email

Password hint

Notes

WEBSITE / APP

Address

Username / email

Password hint

Notes

WEBSITE / APP

Address

Username / email

Password hint

Notes

Tip: write a hint only you understand, not the password itself, and keep the binder private.

ACCOUNTS

Bill calendar

Tick each month when it's paid. Autopay? Write AP in the due-day box.

BILL	DUE DAY	AMOUNT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Home maintenance schedule

EVERY MONTH

- [ ] Test smoke and CO alarms
- [ ] Clean range hood filter
- [ ] Check HVAC filter
- [ ] Run water in unused drains
- [ ] Clean dishwasher filter
- [ ]
- [ ]

EVERY SEASON

- [ ] Change HVAC filter
- [ ] Clean dryer vent
- [ ] Check fire extinguisher
- [ ] Clean gutters
- [ ] Test sump pump
- [ ] Vacuum fridge coils
- [ ]
- [ ]

EVERY YEAR

- [ ] Service heating / cooling
- [ ] Flush water heater
- [ ] Check roof and attic
- [ ] Inspect caulking and grout
- [ ] Chimney check
- [ ] Replace alarm batteries
- [ ]
- [ ]

OUR HOME'S EXTRAS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]