

HVAC System

System Overview

Type	[Central air, heat pump, gas furnace, etc.]
Brand / Model	[Brand and model number]
Year Installed	[Year]
Location of Indoor Unit	[e.g., Garage, attic, utility closet]
Location of Outdoor Unit	[e.g., Side of house near driveway]
Thermostat Type	[e.g., Nest, Ecobee, Honeywell — smart or manual]

Filter

Filter Size	[e.g., 20x25x4]
Filter Type	[MERV rating, brand]
Change Frequency	[e.g., Every 3 months]
Where to Buy	[Store or online source]

Service Contract

HVAC Company	<i>[Company name]</i>
Phone	<i>[Phone]</i>
Service Plan?	<i>[Yes/No — details]</i>
Last Service Date	<i>[Date]</i>
Typical Service Schedule	<i>[e.g., Spring and fall tune-ups]</i>

Emergency Notes

[Where is the emergency shutoff? Any known issues? What to do if it stops working — e.g., "Call [company], they know the system."]

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