

WELCOME HOME!

EVERYTHING YOU NEED TO KNOW
ABOUT THE JOYS OF HOME OWNERSHIP





Congratulations

ON YOUR NEW HOME PURCHASE!

It was a pleasure working with you,
please don't hesitate to call us if we
can be of any assistance. **915.267.4636**

**We welcome and appreciate any
referrals to your friends and family.**

HAPPY HOME-OWNING!



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PCS Network Vendor List

Click [HERE](#) to access our list of vendors.

These are Vendors we have personally used and vetted.

It is always your choice who you hire. Interview and choose the best fit for you.

LOCAL HELPFUL PHONE NUMBERS

EL PASO POLICE DEPT
564.7000

POISON CENTER
1.800.222.1222

FIRE DEPT
832.4432

TIME WARNER CABLE
772.4422

DRIVER'S LICENSE
849.4100

MOTOR VEHICLES REGISTRATION
546.2140

EL PASO ELECTRIC
543.5970

EL PASO IRRIGATION DISTRICT
859.4186

EL PASO WATER UTILITIES
594.5500

TEXAS GAS SERVICE
1.800.700.2443

AT&T
1.800.464.7928

EL PASO DISPOSAL
772.7495

EL PASO TIMES
546.6100

GARBAGE COLLECTION
621.6700

TIME AND WEATHER
533.7744

CLINT SCHOOL DISTRICT
926.4000

CANUTILLO SCHOOL DISTRICT
877.3726

EL PASO SCHOOL DISTRICT
779.3781

SOCORRO SCHOOL DISTRICT
937.0000

YSLETA SCHOOL DISTRICT
434.0000





SCHOOL DISTRICTS LOCAL TO EL PASO

To find more information about your district
please visit these websites:

[Texas Education Agency](#)

[El Paso Independent School District](#)

[Canutillo Independent School District](#)

[Ysleta Independent School District](#)

[Socorro Independent School District](#)

[Harmony Schools of El Paso](#)

[Idea Public Schools](#)



RECOMMENDED HOME MAINTENANCE *Schedule*

Keeping a home maintenance schedule is important for every house's upkeep.

Continuing to check on your exterior, appliances, heating and cooling, plumbing, security, and electrical systems will help prevent breakdowns, save money, and keep your home looking its best. Use this home maintenance checklist to help schedule your seasonal updates, repairs, and cleaning, along with a handful of monthly tasks.

Revisit the list monthly and the beginning of each season to keep your home in a prime working condition. If any of the jobs go beyond your skill level or lead to more involved repairs, consider hiring professional to help.



SPRING

- Inspect Roofing for missing, loose, or damaged shingles and leaks
- Change the air-conditioner filter
- Clean window and door screens
- Power-wash windows and stucco
- Replace the batteries in smoke, and carbon monoxide detectors
- Inspect sink, shower, and bath caulking for deterioration
- Vacuum lint from dryer vent
- Inspect chimney for damage
- Repair or replace caulking and weather stripping around windows, doors, and mechanicals
- Remove insulation from outdoor faucets and check sprinkler heads
- Have air-conditioning system serviced
- Drain or flush water heater



SUMMER

- Oil garage-door opener and chain, garage door, and all hinges
- Remove lint from inside and outside washer hoses and dryer vents.
- Clean kitchen exhaust fan filter
- Clean refrigerator and freezer coils and empty and clean drip trays.
- Check dishwasher for leaks
- Check around kitchen and bathroom cabinets and around toilets for leaks
- Replace interior and exterior faucet and showerhead washers if needed
- Seal tile grout
- Prune trees and shrubs



FALL

- Have forced-air heating system inspected by a professional. Schedule an inspection in late summer or early fall before the heating season begins.
- Check fireplace for damage or hazards, and clean fireplace fuels.
- Seal cracks and gaps in windows and doors with caulk or weather stripping; replace if necessary.
- Touch up exterior siding and trim with paint.
- Inspect roofing for missing, loose or damaged shingles and leaks.
- Power-wash windows and stucco
- Remove leaves and debris from gutters and downspouts
- Mend cracks and gaps in the driveway and walkway.
- Drain and winterize exterior plumbing
- Have your fireplace professionally inspected.
- Tune up major home appliances before the holidays.
- Repair cracks in stucco
- Replace the batteries in smoke and carbon monoxide detectors. Install a smoke detector on every floor of your home
- Clean the carpets
- Clean window and door screens
- Vacuum lint from the dryer vent
- Inspect exterior door hardware; fix squeaky handles and loose locks.
- Drain and store hoses, and drain in-ground sprinkler systems
- Wrap insulation around outdoor faucets and pipes in unheated garages.
- Check the Water heater for leaks





WINTER

- Cover your air-conditioning unit
- Inspect the roof, gutters, and downspouts for damage after storms
- Vacuum bathroom exhaust fan grill
- Vacuum refrigerator and freezer coils and empty and clean drip trays
- Clean drains in sink, tubs, showers, and dishwashers



MONTHLY

- Clean the furnace filter to remove dust build-ups, make it easier to regulate your home's temperature, and ultimately decrease energy bills
- Check the water softener and replenish salt if necessary
- Clean faucet aerators and showerheads to remove mineral deposits
- Inspect tub and sink drains for debris; unclog if necessary
- Test smoke alarms, carbon monoxide detectors, fire extinguishers, and all ground-fault circuit interrupters
- Vacuum heat register and heat vents
- Check that indoor and outdoor air vents are not blocked
- Flush out hot water from the water heater to remove accumulated sediment
- Clean the garbage disposal by grinding ice cubes, then flushing with hot water and baking soda.





Recommended POOL MAINTENANCE



SPRING OPENING

Prepping for swimming season requires more than just pulling the cover off your pool and diving in. Here's how to open your pool in the spring:

- Get rid of debris on the cover with a broom or leaf blower. Remove it, hose it off and let it dry before storing it indoors for the summer.
- Use a skimmer net to remove debris from the surface of the water.
- Clean and vacuum the pool.
- Bring the water level up to an acceptable level.
- Test and adjust the water's pH balance.
- Apply a chlorine shock treatment to kill algae and bacteria.
- Inspect and reconnect the pump and filtration system.
- Prime and start the filter pump.
- Check the water circulation for adequate flow.
- Install ladders, handrails and diving boards, if applicable.



FALL/WINTER CLOSING

In colder climates, it's necessary to close down swimming pools for the winter. The following tips should take place once in late fall and again in early spring:

- Skim leaves off the water daily to prevent clogging the skimmer and pump baskets. Don't allow leaves to sink to the bottom because they may stain the pool liner.
- Test the water and add chemicals to balance the pH level about a week before closing down the pool.
- Blow out the lines and install winterizing plugs.
- Remove skimmer baskets, cleaners, and wall fittings.
- Adjust the water level.
- Turn off the filter pump and drain all equipment.
- Store ladders, handrails and diving boards.
- Cover the pool to keep sunlight and debris out for a faster opening next spring.

WANT MORE INFORMATION?
WE RECOMMEND USING LESLIE'S
POOL SUPPLIES AS AN
INFORMATION SOURCE.*



*Always consult an expert and use multiple sources when making decisions about your pool's maintenance.

Source:
"Seasonal Pool Maintenance Tips." Millennium Pools & Spas, 19 Feb. 2021,
<https://www.millenniumpool.com/blog/seasonal-pool-maintenance-tips/>.

HAVING HOME ISSUES?

What to do



RESALE HOME

- I. If you have a home warranty, we always recommend calling them first to see if you are covered.
- II. Not covered by home warranty? Use our PCS Team Preferred Vendor List (located on pages 4-5) as a starting point while interviewing professionals to see who best suits your needs. Please note- these are vendors we have personally used and vetted. It is ALWAYS your choice who you hire.
- III. If the repairs are costly, you may consider submitting a claim with your homeowners insurance.



NEWLY BUILT HOMES

Your newly built home comes with a Builder Warranty. Please reference the warranty information they gave you during your Home Orientation for more details. If you have misplaced this info, call the builder's office and they will be able to assist with any warranty questions you may have.





Need Keys To Your New Mailbox?

Head to your local post office with a copy of your closing documents. They will get everything set up to issue you your new keys. Please note - it can take up to 3 weeks to receive your new keys.

Don't know where your post office is located? Use the link below and type in your address to find the location closest to you.

Click here to access [the USPS Office Locator](#)





HOW TO FILE FOR THE HOMESTEAD

Tax Exemption

WHAT IS THE HOMESTEAD TAX EXEMPTION?

At its core, a Texas homestead exemption is basically **a tax break for qualifying homeowners**. It's one of the many perks of buying and owning a home in the Lone Star State. A homestead exemption allows you to "write down" your property value, so you don't get taxed as much.

To File: go to [EPCAD](#) and search your property address, click property services, click file homestead. You can now file 2 years back, so if you closed within 2 years use the date of closing and if it has been longer just date it 2 years back.

You can also download and print the Exemption Form [HERE](#). Just fill it out and take it to the Central Appraisal Office, address below. Don't forget to ask them about being refunded for the time you have lived in the residence without the exemption.

DO I QUALIFY FOR THE EXEMPTION?

The good news is that there aren't any strict qualification criteria for the general homestead exemption. You must have an ownership interest in the property and use it as your "principal residence." In other words, you can't use a homestead exemption on a second / vacation home. But that's about it, as far as requirements go.

