



7761 W Riverside Dr, Suite 100, Boise, ID 83714 office (208) 853-1205 fax (208) 639-4644

MOVING INTO YOUR NEW HOME

Transfer or Start Your Utilities Service. Your goal is to have service provided in your name beginning as close to the date of the closing as possible. The utility companies may shut service off if ZEC is removed from the account without yours taking its place. Within 24 hours of occupancy or final payment ZEC will remove its name from the accounts.

Work-loads change and lead times fluctuate, call early to avoid inconvenience. Cable TV may not be available until a predetermined number of homes are occupied in a new area. ZEC provides hook-ups for cable TV, satellite TV, and phone systems. Often time's third party companies have a difficult time installing these devices because of new technology in ZEC homes. For troubleshooting please refer to your contact list (structured wiring).

ADA COUNTY PHONE NUMBERS

Assessor's Office.....364-2400
Automobile License.....377-6520
Birth, Death, Marriage Records.....334-5988
Central District Health.....375-5211
Child Support.....344-0750

CITIES:

Boise City.....384-3700
Eagle City.....939-6813
Garden City.....472-2900
Kuna City.....922-5546
Melba City.....495-2722
Meridian City.....888-4433
Clerk-Ada County (recorder).....364-2220
Commissioners-Ada County.....364-2333
Development services (Ada).....364-2227
Building Permits (Ada).....364-2227
Plat review.....364-2227
Planning & Zoning.....364-2227
Mapping (APA Mapping).....364-2317
Homeowner's Exemption.....364-2400

LOCAL IMPROVEMENT DISTRICTS

Ada County Highway Dist.....387-6100
Boise City (Acct. & Finance).....384-3715
Treasurer's Office (LID's).....364-2233
Park's & Recreation.....384-4240

PROPERTY TAX RELIEF

Circuit Breaker.....364-2400
Hardship Exemption.....364-2400
Homeowner's Exemptions.....364-2400

GARBAGE COLLECTION

Boise City Hall.....345-1265
Ada County Landfill.....287-6800
Eagle.....345-1265
Garden City.....472-2930
Meridian.....888-3999

IDAHO POWER CO.

Billing Dept.....388-2323
New Service388-2323
Statewide.....800 488-6151

INTERMOUNTAIN GAS CO.

New and existing service.....377-6840
Billing Inquiries.....377-6840

WATER COMPANIES

United Water Co.....362-7304
Eagle Ranch Water Co.....939-7304
Meridian.....888-4433
South County Water Co.....375-1130

QWEST

New Residential service or changing of
Existing service.....800-244-1111
Billing Info.....800-244-1111
Residential Repair.....800-573-1311

ATT EQUIPMENT REPAIR

Residential/Business.....800-222-3000

SEWER & WATER DISTRICT

Bench Sewer.....345-5363
 Boise City Sewer.....384-3900
 Desert View.....362-4395
 Eagle Water Co.....939-0242
 Eagle Sewer.....939-0132
 Owyhee Sewer.....361-1949
 Meridian Sewer & Water.....888-2191
 Northwest Sewer.....344-5991
 West Boise Sewer.....375-8521
 Garden City.....472-2930

MISCELLANEOUS

Ada County Highway District.....387-6100
 Boise City Housing Authority.....345-4907
 Food Plain Information.....388-4729

EDUCATION

Boise City School Admin.....338-3400
 Kuna School Admin.....922-1000
 Meridian School Admin.....888-6701

IRRIGATION DISTRICTS

Boise-Kuna.....922-5608
 Nampa-Meridian.....466-7861
 Settler's.....343-5271
 New York.....378-1023

FIRE DEPARTMENTS:NON-EMERGENCY

Boise.....377-7351
 Meridian.....888-1234
 Eagle.....939-6463
 Garden City.....375-0906
 Kuna.....922-1144

POLICE DEPARTMENTS:NON-EMERGENCY

Boise (Dispatch).....377-6790
 Meridian.....888-6678

HOSPITALS

St. Alphonsus.....378-2121
 St. Luke's.....381-2222

TELEVISION/CABLE

Cable One.....375-8288
 Wireless Broadcasting.....888-1950

Moving Preparation Checklist

- Arrange for homeowner insurance and obtain the certificate you need for closing.
- Hand truck and moving pads can be useful.
- Donate unwanted items.
- Return borrowed items.
- Properly discard flammable materials
- Create a file for storing documents about your home and manufacturers' literature.
- Retain receipts for tax purposes. Moving costs may be deductible.
- Send change of address cards to magazines and book clubs. Also notify relatives, friends, and your newspaper delivery person. (The U.S. Postal Service provides a free kit that includes change-of-address cards for various purposes, money-saving tips, and other information on moving. Ask for it at your local post office. Postal Service website, www.usps.gov/movers.net/ provides similar information, and you can fill out the forms online.)
- In some regions, having a professional spray the home for insects (fire ants, for example) before furniture is in place is wise.
- Register children in their new schools.
- Transfer medical and dental records, if necessary.
- Order checks with your new address and update financial records.

- Update your driver's license and your vehicle and voter registrations.

Moving Day Necessities

- Children's toys, toys and games
- Toilet paper
- Beverages and snacks
- Paper towels
- Soap and hand towels
- Trash bags
- First-aid kit
- Prescription medication
- Medical supplies for special needs
- Paper pad and pen
- Shelf liners
- Small tools
 - Tape measure
 - Scissors
 - Screw drivers
 - Hammer
- Ice maker hook-up kit
- Dryer vent flex hose
- New hoses for washing machine
- Picture hangers
- Plant hooks
- Scratch cover stick or liquid
- Phone and phone book

One last suggestion-moving into a new home is a lot of work. However well you have planned the details, becoming truly settled takes most families a long time. Be realistic in your expectations and enjoy the process of making your new house into your new home.



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YOUR NEW HOME CARE PLAN

Even the smallest, simplest home contains thousands of parts. Each behaves in unpredictable ways, and those behaviors result in maintenance tasks for homeowners. Protecting the beauty and value of your investment begins on the first day of ownership. Begin by reviewing the maintenance ZEC provides and all manufacturers' materials you receive. Though you have operated similar products in previous homes, minor changes can be significant.

Make prevention the hallmark of your home care plan. Regular inspection and attention prevents unnecessary work and expense. Prepare by collecting the needed tools and materials. Maintenance is faster and easier if your supplies are conveniently at hand. As you plan the care of your home, think in terms of the following activities:

- **Protecting.** Habits that prevent damage such as scratches, chips, cuts, burns, stains, gouges, and scrapes preserve the appearance and life of the cosmetic surfaces of your home.
- **Cleaning.** To counter the accumulated effects of time and normal living activities, regular cleaning and attention is also essential. Manufacturers may recommend (or caution you against) using particular cleaning products (for example, because of abrasiveness).
- **Adjusting and Lubricating.** A home contains many moving parts. Through use, some of these get out of adjustment or require lubrication. Generally, silicone or graphite products make good lubricants; oil base products become sticky and attract dirt.
- **Replacing Consumable Parts.** Light bulbs, filters, and batteries (in smoke detectors) will eventually need to be replaced; the exact timing depends on use.
- **Inspection and Preventative Routines.** Consider the type and frequency of attention each component of your home will need. Become familiar with the manufacturer's recommended maintenance routine for each product.
- **Grading/Landscaping.** Yards require constant attention. Maintain proper slope from your home for good drainage. Installing custom curbing around decorative rock or work beds can affect proper water drainage.
- **Caulk.** Over time caulk dries, shrinks, and cracks. Once this occurs its effectiveness diminishes; it no longer provides a seal against moisture and air infiltration. Maintaining caulking will be a routine task throughout the life of your home.

- **Systems.** The mechanical systems in your new home are likely to perform differently from those in your previous homes. Each home is unique in the way it interacts with wind currents, passive solar effects, its orientation to its neighbors, and surrounding plant life. Each installation also varies even if the same trade contractor does the work.

Officials update government requirements and codes regularly. The result is that your new home will have to comply with rules that may not have existed when your last home was built. For instance, federally mandated water-saving devices are now required in every new home. One example of such devices is the low-flush toilet, which has been shown by government studies to save water, even though homeowners sometimes need to flush them more than once. Builders must comply with the requirement in spite of the occasional inconvenience to the owner.

Become familiar with the operation of your new systems to maximize their efficiency and your family's comfort. Know where all main safety shut-offs are for water, electricity, and gas.
- **Critters.** The county records office recognizes your ownership. Field mice, wood peckers, ants, bees, and other indigenous life may not. Whether entertaining or threatening, one thing these creatures have in common is that they are yours to contend with.
- **Expansion and Contraction: Settling.** Building materials expand and contract because of changes in temperature and humidity. Dissimilar materials, for example wood trim installed over dry wall, will expand and contract at different rates in response to these fluctuations. The result can be a slight separation between the two materials. You may see evidence of expansion and contraction in drywall cracks and nail pops, separations where moldings meet walls, or at mitered corners of door casings. Doors may need adjustments because of these changes. Many people refer to these effects as settling.
- **Heating and Air Conditioning.** ZEC recommends purchasing an Ashley Heating and Air Conditioning service agreement. This agreement will provide the required maintenance for your furnace and air conditioning units every six months. This service ensures your factory warranty will remain valid.

 - *Summer:* Set cooling temp at 74 degrees. Leave at this setting all the time even if the thermostat is programmable. (Raising the temperature or turning the A/C off at certain times will cause the system to perform poorly, does not save electricity and can stress the system).
 - *Winter:* Set the heating temp at 70 degrees. Lowering the temperature at certain times (at night, while at work etc.) works well for heating and will lower energy costs. Programmable thermostats will do this automatically.
 - *Fan Switch on Thermostat:* We recommend running the fan in the "ON" position as much as possible. This is especially helpful in balancing the temperature in 2 level homes, but also works well in all homes. If the system has a media filter or EAC it is very important to run the fan "ON" in order to take advantage of continuous air cleaning. Running the fan "ON" does not shorten the life of the furnace blower (in fact it's better for it) and uses very little electricity.
- **Ventilation.** Homes today are built more tightly than ever. This tightness saves energy dollars, but it creates a potential concern. Condensation, cooking odors, radon, carbon

monoxide, and other indoor pollutants may accumulate. Develop the habit of using mechanical and passive methods available for ventilating your home:

- ZEC recommends leaving your foundation vents open year around (except for in extremely cold conditions).
 - Run the hood or exhaust fan when you are cooking and the bath fans when bathrooms are in use.
 - Open windows when weather permits.
 - Avoid excessive burning of scented candles. The soot they produce can collect on surfaces in your home and is sometimes impossible to remove.
 - *Fresh air supply:* ZEC recommends leaving this device open at all times.
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- **Warranty.** As the home owner, you are responsible for normal maintenance. But if part of the home behaves in a way that exceeds the warranty tolerance or if an installer erred in assembling materials, the materials and workmanship warranty applies. For instance, carpet requires regular vacuuming to look its best. This task is maintenance and therefore your job. If clumps of yarn pull out revealing the backing, the material is defective. The manufacturer is obligated to ZEC to replace it. If a seam comes apart the workmanship is faulty. The installation company's contract with ZEC obligates the installer to correct the problem.

Spring Maintenance

As spring approaches you can take a few key steps to ensure your home serves you well through the coming months. Please take time to check these items in and around your home and attend to any that need maintenance.

- Clean and test smoke alarms.
- Test and reset ground fault circuit interrupters (GFCI) breakers.
- Change or clean the furnace filter monthly.
- Operate the air-conditioning system; if service is needed it is more conveniently arranged before the busiest part of the season arrives.
- Adjust registers and confirm that registers and cold-air returns are clear of furniture or draperies.
- Make certain the air-conditioner compressor is level and clear of debris.
- Turn the humidifier water supply off.
- Pour water down any unused drains. As drain water evaporates, sewer odors can seep into the house.
- Drain sediment from the bottom of the water heater per manufacturer's instructions.
- Inspect grout around tile (floor or wall) and touch up.
- Wash windows and screens, clean weep holes, and lubricate tracks.
- Check caulking, inside and out, and touch up.
- Check garage overhead door, tighten bolts as needed, and lubricate springs with motor oil. Have other repairs done by professionals.
- Start and adjust sprinkler system. Test exterior faucets for broken pipes.
- Clean gutters and confirm that downspouts or splash blocks drain away from the house.
- Look for settling of backfill soils and fill in where needed.
- Check exterior paint and stain surfaces (especially stained doors) and refinish as needed.
- Check for insects and consider hiring a professional to fumigate your house
- Plan your first barbecue.

Winter Maintenance Reminder

As colder weather approaches you can take a few key steps to ensure your home serves you well through the coming months. Please take time to check these items in and around your home and attend to any that need maintenance.

- Clean and test smoke alarms.
- Test and reset ground fault circuit interrupters (GFCI) breakers.
- Change or clean the furnace filter monthly.
- Operate the heating system.
- Adjust registers and confirm that cold air returns are clear of furniture or draperies.
- Clean the humidifier in accordance with Ashley Heating and Air Conditioning's specifications.
- Adjust or replace weather stripping on exterior doors as needed.
- Check the fit of exterior doors; thresholds are adjustable--use a quarter to turn the screws.
- Check caulking, inside and out, and touch up.
- Drain your sprinkler system.
- Remove hoses from exterior faucets. "Freeze proof" faucets will suffer a broken water line if the water in the hose freezes and expands into the pipe.
- Inspect chimney for nests.
- Review safe fireplace operation. Provide professional cleaning at regular intervals.
- Check garage overhead door, tighten bolts as needed, and lubricate springs with motor oil. Have other repairs done by professionals.
- Clean gutters, check downspouts; confirm that splash blocks drain away from the house.
- Check foundation, concrete, and yard for settling; fill in as needed for positive drainage.
- After snowfall, brush snow off gutters and away from downspouts.
- Remove ice and snow from concrete as soon as possible; avoid using de-icing agents with damaging salts.
- On pleasant days, open windows to allow house to breathe.
- Decorate safely for the holidays. Do not overload circuits or use worn extension cords.



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CHANGING GARAGE DOOR CODE

Follow these steps to change the code on your garage door keypad when moving into your new home.

- 1) Enter current code (**ask supervisor**) then press the program button on the keypad. The LED light blinks 1 time per second.
- 2) Enter your new number (we recommend a 4 digit code) and press the program button on the keypad again. The LED light will blink twice and then go out.
- 3) Push the learn button on the operator (garage door lifter). It is located in the back, usually on the right side and might be behind a light cover (Phantom model).
- 4) Go back to the keypad and enter your new code, then push the up/down button slowly 3 times. If someone is watching the LED light, it will go from blinking, to solid, and then go out. You must complete this step within approximately 60 seconds after pressing the learn button on the operator.

Any further questions or problems can be directed to Dan at Overhead Door. He can be reached on his cell phone at 794-8374.

Thank you!
Zach Evans Construction, Inc.