



Victor M. Lopez - Broker Associate / Realtor
Baird & Warner 724 Ogden Avenue, Downers Grove, IL 60515
 C: 630-660-1292 O: 630-964-1855
 Email: vlopez023@yahoo.com Website: <http://www.myplaceinchicago.com>



FURNACE FILTER REPLACEMENT HISTORY CHART

UNIT ADDRESS: _____ CITY: _____ ST _____

MOVE IN DATE: _____ FURNACE FILTER DIMENSIONS L X W X H : _____

FILTER REPLACEMENT GENERAL INSTRUCTIONS:

AS A RULE OF THUMB - REPLACE YOUR FURNACE FILTER EVERY 3 MONTHS STARTING WITH THE FIRST DAY YOU MOVE INTO YOUR APARTMENT. ON YOUR SMART PHONE UNDER CALENDAR, INSERT FURNACE FILTER REPLACEMENT REMINDER DATES OR IN YOUR CONTACTS ON YOUR SMART PHONE YOU CAN WRITE AND SAVE FOR EXAMPLE YOU MOVE IN 1/20/2016 SO WRITE 'REPLACE FURNACE FILTER 1/20/2016 4/20/2016 7/20/2016 10/20/2016', EASY ENOUGH? SO YOU CAN SEARCH APPOINTMENT DATES LIKE 'VICTOR 3313 10:30AM 1/16/2016' EASILY BY SEARCHING THROUGH YOUR SMARTPHONE CONTACT LIST BY TYPING '1/16/2016'.

HOW MUCH DOES THE FURNACE FILTER COST: _____ PURCHASE DATE: _____

FOR RENTERS:

WHOSE RESPONSIBLE FOR REPLACING FURNACE FILTER? TENANT OR LANDLORD (CIRCLE ONE)

FURNACE SERVICE NAME: _____ PHONE: _____

FILL IN REPLACEMENT DATES BELOW

1 _____	2 _____	3 _____
4 _____	5 _____	6 _____
7 _____	8 _____	9 _____
10 _____	11 _____	12 _____
13 _____	14 _____	16 _____
17 _____	18 _____	19 _____
20 _____	21 _____	22 _____
23 _____	24 _____	25 _____
26 _____	27 _____	28 _____
29 _____	30 _____	31 _____
32 _____	33 _____	34 _____
35 _____	36 _____	37 _____

TAPE THIS CHART ONTO FURNACE OR WALL NEAR FURNACE TO KEEP TRACK OF FILTER REPLACEMENT HISTORY