



Homeowner Manual Content

Homeowner manuals vary in content from covenant partner to covenant partner. Many of the items included in the Family Selection Chapter should be included in the homeowner manual. Some of the most common pieces of information that should initially be included are:

- Letter of Acceptance-Partnership Agreement.
- Procedure for completing sweat-equity.
- Sweat-equity tracking book.
- Homeowner education requirements.
- General information, mission statement and history of the Fuller Center for Housing.
- Release and waiver of liability forms.

Some of the more important pieces of information which should always be transferred to homeowner, whether in the form of a manual or some other resources, include:

- Information on mortgage documents and resale restrictions
- Guidelines for home maintenance.
- Payment procedures.
- Warranty information on the home and any appliances

Revisions and Format

A homeowner manual is never complete. Revisions are needed whenever the covenant partner makes changes to the home plan, homeowner options, sweat-equity requirements and any other policies and procedures that impact the partner family. The most effective format for these manuals is a sturdy binder and loose leaf pages to allow easy removal and replacement.