Lockbox – Secondary or Back Door

- Install lockbox coded to 5689 with 1 set of keys (67767/35241/44535) to the door that was secured.

- Provide Before, During and After Photos.

Rekey

- Secure \*\*\*Back Door or Side Door\*\*\* Only to 67767/35241/44535.

Allowable prices:

First Lockset: Rekey or replace lockset coded to 44535 on the secondary door and exterior garage man door if present. The front door should only be secured if there is no rear or secondary door - $32

Additional Lock (If Needed): Re-key or replace all locksets on all external entrance-ways including garages and basements. If any locksets have already been re-keyed, do not replace this lock again. - $12

- MUST put 2 keys (67767/35241/44535) inside the lockbox.

Padlock A389

- Install A389 padlocks as needed to secure garages, outbuildings, crawlspaces or gates where pools or other hazards are present and cannot be secured by traditional means. - $11 (with Hasp $20)

- Padlock to secure any pool.

- Provide before, during and after photos.

Slider Lock (Pricing Inside)

Slider Lock (If Needed): Engage existing lock on the door and install a sliding glass door security bar that is designed for sliding glass doors. - $5

Window Lock (Pricing Inside)

Window Lock (If Needed): Replace window locks if existing locks are inoperable or missing. - $2"

Winterization

WINTERIZATION - ALLOWABLE RATE: WET - $70.00, DRY - $50.00, ADDITIONAL UNIT - $25 (DETERMINED BY NUMBER OF LEGAL UNITS)

\*\* Submit plumbing repair bid if damages are present.

\*\*LEAVE HEAT ON IF DRY HEAT SYSTEM\*\*. \*\*LEAVE ON POWER TO SUMP PUMP\*\*.

Photos: See list of winterization photo requirements below.

Winterization:

1. Condition of all visible plumbing

2. Water meter

3. Hot water heater, radiators, boilers, and well pumps

4. Toilets clean and ready for winterization

5. Boiler (WET Winterization)

6. Water heater/Boiler being drained - water flowing to bucket, drain, or proper exterior location

7. Water being drained internally and externally from all faucets, showerheads, hose bids, spigots, etc

8. No water in toilet bowls and tanks

9. Antifreeze being poured into all tubs, showers, sinks, and toilets (tanks, neck, bowl, rim, and trap)

10. Photo of water heater breaker turned off, if applicable.

11. Compressor on and showing 35-45 psi line pressure on 2 different lines being blown

12. Photo of meter or union disconnected and capped, if allowed by local municipality.

13. Photo of plastic wrapped toilets (post antifreeze solvent) with ventilated holes in plastic.

14. Photo of winterization stickers/tags applied.

15. Ball valve in off position, handle removed, and zip tied to main water pipe.

16. Well pump disconnected

17. Gas valve in off position

18. Anti-freeze in toilets (tank and bowl)

19. Winterized sign on front window/door

20. Photos noting any damages

Board Up

"- Board all missing doors, windows, crawlspaces or other accessible openings by bolt boarding per HUD specs. Use plywood unless clear board is required by the local jurisdiction. - $0.40/UI (Window), $0.45/UI (Door)"

Mold Remediation (Bleach and Kilz) $90

- Perform Mold / Discoloration remediation through the entire property up to $90.

- Bleach / Antimicrobial ($0.40 per SQFT)

- Kilz / Stain Blocker ($0.50 per SQFT)

- Provide SQFT measurements of area treated to justify amount.

- Provide Before, During and After Photos.

Install Moisture Bucket / DampRid

- Install up to 5 moisture bucket inside the property as there is no electricity to install dehumidifier.

Write following on the buckets:

- Property address

- Installation date

- Expiry date (60 days from installation)

Sump Pump

" If a sump pump is present it must be tested for proper operation by using electricity at the property or a generator.

Sump Pump Replacement/Installation if needed: Maximum Allowable = $180.00

If the sump pump does not work and can’t be repaired it should be replaced including discharge lines and with a check valve.

- Provide Bids or call from site."

Secure Windows

- Check all windows in the property to confirm that they are properly secure and that no moisture/elements can enter.

- If any window is not secured properly, proceed to secure it.

- Provide date stamped photos of all windows in the property showing that they are properly secured.

Perishables Removal (Pricing Inside)

- Remove perishable food/debris and raw/food garbage from property and dispose properly - $18 per CYD

- Provide Before, During and After Photos.

- Must Provide Empty Trailer Measurement Photos.

- MUST provide Loaded Trailer Measurements for Each and Every Load.

- MUST provide Trailer Photos with Debris.

- MUST provide DUMP RECEIPT.

Allowable - MUST perform if Needed (Pricing Inside)

"Perform these services with allowable rate if only necessary

1. Address Posting - $5.00

2. Cap Open Water, Sewer and Gas Lines - $5/cap

3. Cap Electrical Wires - $0.40/Box

4. Outlet/Switch Plate Covers - $2/outlet

5. Chimney Capping - $50/cap

6. Dryer Vent Cover - $10

7. Gutter Cleaning and Repair - $0.50/LF

8. Gutter replacement - $2/LF

9. Fence Repair/Replace: Repair Wood = $3 LF; Repair Chain Link = $7 LF; Replace Wood = $6 LF (includes

posts); Replace Chain Link = $12 LF, MAXIMUM TOTAL OF $125

10. Replace handrails = $5/LF; Secure Loose = $10 EA, Handrails Must use proper handrail material not 2 x 4s

11. Dead Animal Removal - $20

12. Door: Replace Exterior Pr-Hung Steel = $300 EA; Replace Overhead Garage Door = $300 Single Bay Door, $375 Double Bay Door; Repair Overhead Garage Door = $50.00 maximum per property

14. Pest Extermination - Over the Counter Products: $10 EA, MAXIMUM $30.00 FOR THE PROPERTY

15. Pest Extermination - Licensed Professional Pest Control Services (Must provide receipt from licensed pest control company and payment evidence): $100.00 MAXIMUM

16. Tree Trimming (Trees should not touch roof) = $25 per tree up to maximum of $75.00

Price to be consistent with scope of work

17. Shrub Trimming (Shrubs should not touch structure) = $0.50/per FT, MAXIMUM $75

18. Refrigerator Cleaning - $20.00

18. Toilet Cleaning (to facilitate winterization) - $20.00/toilet

19. Carpet Removal (including tack removal of tack strips) - only if soiled with feces, urine or wet = $.10 per SQ Ft, MAXIMUM $150

20. Water Extraction from Basement: Up to 1 FT = Up to $75; 1 FT - 2 FT = Up to $150; 2 FT = $190, Price should be consistent with the size of the basement

21. Police Report for Theft or Vandalism Damage

\*\*\*CALL THE JOB REP FOR IMMEDIATE APPROVAL FOR THE FOLLOWING SERVICES IF NEEDED:

- Grass over 2 inches high

- Dehumidifier"

Bid Request

Provide Bids for the following:

1. Any damage from Fire, Flood, Vandalism, Earthquake, Hurricane, Tornado, Boiler Explosion (if a condominium)

2. Ceiling Damages

3. Unfinished Drylock in Basement / Cellar

4. Report if there is or there is not vehicular access to the property without going through the neighbor's property line

5. Electricity Line: Report Dedicated / Independent. Report any Damages

6. Joists Damages

7. Mold / Discoloration through the entire property

8. Dehumidifier (Check If Needs to be Installed)

9. Pool Securing

10. Roof Damages (Need to get up on the Roof)

11. Sewage System: Report Dedicated / Independent. Report any Damages

12. Structural & Foundation Integrity Damages

13. Water Heater

14. Electrical

15. Flooring Damages

16. HVAC

17. Plumbing - Damaged/missing

Property Condition Photos

PROPERTY CONDITION REPORT - PHOTO REQUIREMENTS:

1. Front of the house showing the address

2. Every room in the property including the boiler room, garages, crawl spaces, basement, attic, sheds, and outbuildings

3. Systems Water heater, AC Units, Furnace, Boiler, Well System, Copper pipes (All interior and exterior systems)

4. Cabinets, pantries and drawers open inside of them.

5. Fireplaces Inside and outside

6. Toilets open, close up of sinks, tubs, shower floors

7. Appliances Outside and Inside of all appliances

8. Ceilings of every room taken so that reference points to the rest of the room are visible

9. Meters - Electric, Gas and Water meters

10. Damages, Missing Items pipes, systems or areas of concern.

11. Personal Property and/or Debris - Open drawers, cabinets and boxes and take photos of contents.

12. Exterior of the property - Entire including:

a) Structure - Back, front and sides of the structure

b) Yards Back front and side yards

c) Lawns - Back, front and side lawns

d) Fences and Fence Lines

e) Roof from front and back view (taken from the ground)

f) Systems Eternal systems such as AC Units

g) Outbuildings interior and exterior of all outbuildings

13. MOBILE HOME - If property is a Mobile Home provide photos of the HUD Tag and Data Plate. See document attached titled Mobile Home - HUD Tag/Data Plate for information on where to locate the HUD Tag and Data Plate and photos of what they look like.