

## **Winterization Procedures**

DO NOT WINTERIZE UNTIL YOU HAVE CLEANED.

GET CLEANING BIDS IN PLEASE!

LOAN #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TO: \_\_\_\_\_ FAX: \_\_\_\_\_

FROM: Bank

DATE: \_\_\_\_\_

RE: **Winterization Procedures**

Bank requests complete winterization of any and all vacant assets you are marketing for us. Each asset should be winterized in accordance with the following guidelines.

You may be required to adapt those procedures applicable to your geographic area. The cost for procedures may vary by area as well - please advise Bank by email if the cost exceeds \$150.00 per asset. (We do not expect to pay any cost or fee for winterization that is atypical for the area without prior approval).

Please note that both you and your vendor must execute this form attesting that the winterization procedures have been completed (and proper documentation is attached) as indicated before reimbursements can occur. Bank must receive a completed, executed form for each property you are handling for us.

Please ensure that the attached notice is visible and prominently displayed in the property indicating the property has been winterized.

Should there be a contract pending on the property, making it necessary at a later date to de-winterize, it will be your responsibility to winterize again if the closing is not immediate. Should the property still be in your inventory in the spring, de-winterize accordingly.

If a property you are handling is in such condition (guttled, burned, etc...) that there can be no service and cannot be winterized please send a signed statement stating the circumstances for our file.

Please complete the attached Winterization Procedures form as set forth in the procedures, sign and date when winterization is complete and fax a copy as soon as possible.

LOAN #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

The following work will be completed (Check all that apply)

- Shut off the water supply at the main valve to the dwelling AND the main utility valve.
- Open (and leave open) supply valves throughout the dwelling including hose bibs.
- Drain the plumbing system by force blowing with air pressure all hot and cold water supplies to ALL plumbing fixtures in order to remove water from the lines and fixtures. Drain all exterior hose bibs and force blow with air pressure, irrigation systems and pipes that may service outbuildings.
- If there is a hot water heater, turn the gas flow off to the heater. If there is an electric hot water heater, trip the circuit breaker to the water heater to the off position before draining to prevent damage to the heating elements. After draining, leave the drain on the hot water tank in the closed position. Place water heater breaker in "off" position, disconnect wires at tank, cap and tape wire.
- Fill all soil traps (including, but not limited to, all tub, shower, and floor drains) throughout the dwelling with a biodegradable, non-staining antifreeze to create a trap seal. Use the same type of antifreeze to winterize any fixture that is susceptible to freeze damage (do not forget the drain valve on the dishwasher and evaporative cooling system). All over spills of antifreeze must be cleaned up immediately. If the presence of non-approved antifreeze is observed, it must be removed completely and properly disposed of.
- Tape each toilet lid shut after flushing and winterizing. Post a notice on the lid that indicates the fixture has been winterized and cannot be used. Install winterized stickers on kitchen sink, bath, mirrors, and water heater.
- Set heat on thermostat to 55 degrees.
- Test the sump pump to ensure it is in good working condition.

Upon completion: Post a sign inside the dwelling that indicates the property has been winterized and the date of winterization. The sign must be posted in a location that is clearly visible to all visitors.

***Please adapt these procedures according to your area to prevent freeze damage.***

- Not applicable based on area climate

Date work completed: \_\_\_\_\_

Contractor: \_\_\_\_\_

Realtor: \_\_\_\_\_

Upon completion, please email this form and billing to Bank

**THIS HOME HAS BEEN WINTERIZED!**

**DO NOT TURN WATER ON TO THIS PROPERTY  
OR CONNECT ELECTRICITY TO THE HOT  
WATER HEATER! PLEASE DO NOT USE THE  
SINKS OR TOILETS. THE WATER HAS BEEN  
TURNED OFF TO PREVENT FREEZE DAMAGE.**

**PLEASE REPORT ANY PROBLEMS TO:**

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**AGENT**

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**PHONE NUMBER**