



HECM HPIR

(HECMWO) HUD REO Custodial Property Work Order - HPIR Parts I, II & III; Rekey/Secure; Winterization; Initial lawn care; Health and Safety items. Independent Contractor agrees to supply all equipment, tools, materials, transportation, and any other costs associated with completing the work order details in accordance with the specified agreed upon timelines. The compensation for each work order is on a per task basis. Any federal, state and local taxes associated with the compensation for each work order will be solely the independent contractor's responsibility. The work order contract may be terminated by either party if the relationship or work standards for the completion of each task does not meet Prime Contractor expectations.

This work order is due within 24 hrs. of assignment. Verify the address off of the assigned work order to ensure it matches. It's extremely important to validate that the correct address and property are being entered. An incomplete address and/or no access issues need adequate photos to support this claim. If property is found as occupied, provide photo documentation to support occupancy. Do not complete the HPIR if the property is found to be occupied. Complete an exterior FSM inspection form and provide supporting photos of occupancy and condition of the exterior. Call the vendor manager immediately on all occupied properties. Photos of the street sign, house, address on house, interior & exterior of the mailbox, and all utility meters are required unless inaccessible or missing. If there is mail in the mailbox, the mail needs to be sent to the Prime Contractor Corporate Office. If there are HOA or condo access issues, please determine contact info for HOA or condo association. Ask neighbors, guards, etc. to find out how access can be gained. Contractor must collect and report all HOA and condo assoc. information. Report the complete HOA and condo info on the HPIR. NOTE: most likely the property will be full of furniture and items due to being a Custodial Property. These items are to remain untouched, no trash-out, cleanout or maid service performed until HUD retains the deed. Set up common door access and gate access if applicable. If vacant, proceed with the work order instructions listed below: Complete parts I, II & III of the HPIR, save HPIR form and supporting date stamped photos in Prime Contractor's work order management system. An adequate number of date stamped pics must be taken to show the complete condition of the property when received from HUD. The following signs must be posted and the FHA case number must be on them: Emergency / No Trespassing sign (on interior side of a front window), Property Sign in Sheet (post 10 sign in sheets on a visible interior location: e.g. kitchen counter). If multi-unit, place a sign-in sheet in each unit. Sign and date this form. Take photos of sign in sheet and forms on each visit after the form is signed. If property is not keyed to HUD specs upon arrival, the property must have 1 access point keyed to HUD spec (preferably not the front access door). Secure all exterior doors, sheds and outbuildings. Applicable key codes: Kwikset key codes: [TBD by GTR]. The only acceptable Padlock code is [TBD by GTR]. All other padlocks must be removed. Install plate covers on deadbolt openings or remove internal slide bolt (i.e. disable). Install padlocks on garage door rails, outbuildings, and fences/gates surrounding a pool. Padlocks are not needed on fences/gates without a pool. If damages are present during parts I & II of the HPIR inspection, please use a standard cost sheet provided by Prime Contractor for standard items.

Winterization on all properties must be completed year-round. Pressure test photos required. Report any plumbing issues on HPIR form. All faucets and access points are to be opened, all pipes are to be drained, and then have remaining water forcibly evacuated using an air compressor. Shut all faucets



and access points and pressurize the system to 30 PSI. Systems must hold 30 PSI for 30 minutes to pass a pressure test. De-energize water heater and properly drain the water heater. Close drain upon completion. Pour NON-TOXIC antifreeze in all drains, p-traps, dishwashers, toilet bowls, toilet tanks, and water collection points in the sanitary system. Install tape over toilets and post Prime Contractor winterization signs on each component (include winterization date). Place tape across sinks. Post a winterization sign on the circuit breaker panel and front entry by Emergency Sign Instructions. Ensure the water heater breaker is taped in the off position. For a well pump: disconnect power supply by unplugging, switching off and/or separating the wires at the junction box. Close the main water feed line valve and for pumps with threaded connections, separate the pump from the supply and install a cap or plug. All wires should be capped for safety. Soldered connects should not be altered. Drain the storage tank and pump by removing drain plugs and opening the valve. Use compressed air to ensure all water has been removed. Place winterization notices on the pump so persons entering the property know the unit has been shut down. If the property has an exterior sprinkler system (lawn watering system), provide a bid to winterize the system (unless HOA or Condo Assoc. require sprinkler system to be operational then contact Prime Contractor so arrangements can be made to keep water on). If the property has an interior sprinkler system (fire protection system), provide a bid to winterize the system (unless local code requires the system to remain active, notify Prime Contractor if system is to remain active). Please review and fully understand the requirements for properly completing HPIR form, winterization requirements, and securing requirements.

Initial Yard Maintenance Information: Initial yard maintenance is to be completed at all times. Maintain each property to Prime Contractor specifications. Dispose of debris in a manner legally permitted in the community where the work is performed and is at contractor expense. Remove and dispose of all refuse, debris, junk, leaves, lawn paraphernalia and other objects not ordinarily kept on a lot and other exterior areas including carports. Trim low hanging branches off trees which obstruct any property entrance or walkway. Trim down weeds in flower beds and foundation plantings and remove dead shrubbery, sprouts, saplings, and brush. Remove any plant/vegetation growing on roof, gutters and downspouts. Remove any roof debris and clean gutters and downspouts. Cut to the edge of each property line to a maximum height of 2.5". Do not leave excessive grass clippings on top of the lawn. Edge all paved walkways, curbs, and driveways. Trim around foundations, fences and other construction that would normally require trimming. Hedges, shrubs and trees should be cut back 18" off of the roof and walls so no hedges, shrubs or trees touch the house or roof. Front hedges and shrubs should be cut low enough to see all windows and doors. Ensure excessive clippings are bagged and removed from the property. If blown, do not blow into adjoining properties, street or storm / sewer drains. Trim up all low hanging branches to a minimum of 8 feet above ground level. All holes in the ground shall be filled with dirt. SNOW REMOVAL INFORMATION: Snow must have accumulated 3" or more at the property to complete. Snow & Ice MUST be removed from the driveway, walkways, and the sidewalk in front of the house. Snow must not be piled in front of walkways or garage doors. Salt must also be placed on the walkways and sidewalks in front of the house once the snow is removed. Pool Information: In-ground Pool: ensure pool gates and fences are secure. Repair and/or install padlock to any gate/fencing as needed to secure pool. If a fence is not present and/or pool is not secure with a cover, install a temporary fence around the pool area (orange or green plastic construction fence to prevent accidental entry until a bid can be approved for a permanent fence). If pool is not secure with a cover, provide a bid



to install the pool cover. Hot tubs must be drained and secured. Above Ground Pool: pools that are not in good condition should be removed as debris. Pools that add value to the property, please secure the deck entrance and ensure area is secure. If pool is not secure with a cover, provide a bid to install the pool cover.

Health/Safety Hazards & Emergency Repairs Information: if any of the following conditions exist, please remedy them at contractor expense: repair damaged/not intact pool fencing, install missing/damaged handrails, cap or tape exposed or frayed wires, missing breakers/fuses, missing switch/electrical outlet covers (interior & exterior), cap gas lines, trip hazards/sharp edge hazards (includes rolling up cords), fumigation, if needed water leaks on or near electrical equipment, cap sewer line if open (e.g. no toilet), electric box must have a lid cover, if not present, frame around, door must have hinge and latch, block access to any hazard. Broken or cracked windows must be re-glazed (or boarded if a high vandalism location). Approval must be received prior to any appliance or carpet being removed from site. Minor roof repairs that can be repaired with roll roofing and roofing tar is included in initial service fee. Anything over minor roof damages, please call from sight to Prime Contractor representative. Major roof repairs must have prior approval with provided bid and adequate photos. Advise if there is a sump pump at the property and if it is operable. A damaged or missing sump pump must be replaced immediately (post bid approval). When applicable, the subcontractor will secure such panels via Gorilla tape (or a similar product from a different manufacturer), and if the panel is tampered with after the tape is applied, the subcontractor will apply an alternate, more secure means to prevent entry. The main electric circuit breaker should remain on with the individual breaker to the sump pump taped and labeled in the ON position. Utilities Information: if on arrival the utilities are on/activated and the following conditions are present, the utilities are to remain on (do not turn main breaker off): Sump pump is present (ensure main breaker is on and only the sump pump breaker is on), all other breakers should be in the off position unless required below. Property has shared/common utilities: if on arrival the utilities are on/activated and none of the above conditions exist, turn off electricity by positioning all breakers to OFF position at electric panel. Secure all active electrical panels from easy access. Ensure gas, electric, water company information (name & phone #) are collected and provided on the update. Ensure that the gas valve is off at the gas meter. Any damage or repairs needed due to storm damages, please provide quote for approval. Managing of trees and fallen limbs: subcontractor will only bear costs (i.e. for not additional, special compensation) associated with trimming back or removing limbs or dead trees that in the subcontractor's judgement pose a significant potential of falling.