



HPIR

(HPIRWO) HUD REO HPIR Work Order - HPIR Parts I, II & III. 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. Set up common door access and gate access if applicable. If vacant, proceed with work order instructions listed below: Complete parts I, II & III of HPIR form. Save HPIR 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. Note: The FHA Case # must be on every page of the HPIR form. Personals: if personals valued at \$500 or greater are present, do not proceed with any further work. Complete the HPIR only. CALL VENDOR MANAGER from site. 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 2 access points keyed to HUD spec. 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 if applicable. Padlocks are not needed on fences/gates without a pool. If damages are present during part I, II & III of the HPIR inspection, please use a standard cost sheet provided by Prime Contractor for standard items.

Possible Re-conveyance: Please be advised that certain circumstances exist where we may not proceed with the Initial Services. If any of the following conditions apply, please complete HPIR parts I & II and secure the property, call your vendor manager while on site to discuss the next steps. Follow re-conveyance process for any damages that were a result of: fire, flood, earthquake, hurricane, tornado,



boiler explosion, water intrusion (active leaks in a property where asset is not protected from current or future water intrusion (i.e. flooding and standing water in the basement)), bio-hazards (meth labs, oil spills, marijuana grow houses, etc.), an unsafe biological issue, mortgagee neglect, the property wasn't properly secured or protected and has resulted in material damages in excess of \$5,000, and/or debris/hazards/extraordinary conditions costing more than \$5,000. If an active roof leak is present and cannot be repaired for less than \$250, please be prepared to give a verbal estimate when calling for immediate repairs to protect the property for extensive damages. Minor roof repairs that can be repaired with roll roofing and roofing tar is included in the initial service fee. Anything over minor repairs, please call from site to Prime Contractor representative. Any damage or repairs needed due to storm damage, please provide a bid 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. 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 HPIR. Ensure that the gas valve is off at the gas meter.

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), it is a requirement 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), 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 the HPIR form, winterization requirements, and securing requirements.