

## INITIAL SERVICE CONTRACTOR CHECKLIST

CASE NUMBER:  
ADDRESS:

- You must be sure that all items listed have been completed and checked off before leaving the property. If item is not applicable, mark it N/A.
- This form must be dated and signed at the time of completion.

**All items must have clear photos submitted documenting work completed.** Ensure the camera/phone has the correct date and time stamp before taking pictures. Verify the correct address; photos must be taken of the street sign, mailbox and address number on the property. A legible photo is required of the sign-in sheet at departure with appropriate signature and arrival/departure times.

EXTERIOR	
	Cut grass , weeds to a maximum of 2.5-3 inches, Trim bushes, trees 18" away from all sides of any structure, incl roof, and all fence lines; trees branches must be trimmed 8' above ground/street level. clean debris from roof and gutters
	Move trash bins into the garage or turned upside down in rear of the house; bins must be and remain empty
	All walkways, driveways edged
	All grass/shrub/tree clippings, etc cleaned up and removed from property
	All exterior debris removed including under decks, behind garages, in crawl spaces, roofs and gutters
	Ensure water is directed away from the structure (i.e., downspouts are directed appropriately)
	Remove ext damaged window screens
	Patch or Repair any roof leak that may be present and take photos of repairs made
	Backfill all holes in all yards
	Cap open sewer cleanouts
	Replace or remove damaged fence panels
	Remove swing sets as debris if not anchored into the ground; if anchored into the ground, remove swings, slides, and/or ladders as debris or store in garage if in good condition
OUTBUILDINGS AND GARAGES	
	Remove all debris including in the rafters
	Remove any basketball hoops/ back boards on the property as debris
	Remove any damaged appliances and any tagged by the inspector for removal need HUD approval
	Garage door opener must be unplugged and any chords rolled up.
	Report any vehicles, boats, trailers, etc to field office (notify police if obviously stolen); will be removed after posting for removal for 24 hours
SNOW REMOVAL	
	Remove snow entirely from all walkways, steps, porches, entire driveways clear of ice and snow
	Clear path to any and all outbuildings
	All doorways to be clear and free of any ice or snow, including garage roll up doors
	All steps, walkways de-iced after snow removal
JANITORIAL	
	Sweep, vacuum, mop all floors
	All rugs vacuumed and free of any pet waste or odors
	Remove dirty HVAC filters and clean vent grills including the return grills
	Clean/wipe down all walls
	Clean all window sills
	Clean all baseboards
	Clean interior window glass
	Clean all ceiling fans and fan blades
	Clean all closets incl. built in shelving
	Remove all debris from the interior, including - but not limited to - from attics, basements, crawlspaces
	Remove all cobwebs from all areas including but not limited to basement, all doorways, crawl space and access area & window sills
	Remove any window treatments and brackets unless custom-made and in good condition. NOT on condos
	Remove batteries from all smoke alarms
	Cover/abate graffiti on any wall interior or exterior
	Install non-electric air fresheners at each sink
	Clean washer and dryer including the removal of any debris from the interior of the appliances
KITCHEN	
	Sweep, vacuum, mop all floors incl under and behind appliances

	Kitchen countertops, cabinet fronts, doors, interiors, shelving, drawers
	Inside and out of refrigerators, ovens and stoves, dishwashers, sinks, microwaves
	Clean range hood and dispose of range hood filter if dirty
	<b>BATHROOM(S)</b>
	Sweep, vacuum, mop all floors
	Clean all bathroom sinks, cabinets, drawers, medicine cabinets, tubs, showers, toilets
	Refresh the glycol in toilets, tanks, sinks, elbows, tubs and showers
	Clean all tubs, toilets, sinks, showers with bleach-type cleanser to remove any visible mold/mildew
	Clean all light fixtures, mirrors, windows, dirty walls
	Remove all toilet seat covers and put saran wrap and winterization sign
	<b>BASEMENT</b>
	Sweep, vacuum, mop all floors
	Zip tie valve at water meter in the "OFF" position
	If sump pump present, ensure power is active and pump is operational, make sure crock is free of debris
	Remove any disconnected ductwork or ceiling tiles as debris
	Address or remove all dampness on basement floors
	<b>HEALTH &amp; SAFETY</b>
	Remove all protruding nails, screws, shelving brackets, joist hooks plant hangers from garage int/ext and all outbuildings. Includes peg boards.
	Remove all window bars unless there is a quick release
	Cut protruding window board-up bolts flush to the nut
	Cap all exposed wiring, all open water and gas lines
	Install covers on all electrical outlets and switch plates where missing throughout property including crawl and attic
	Remove any active or inactive wasp/ hornet/ bird nest from interior and exterior of all structures
	Abate all insect, mammal, reptile, rodent and bird infestations in any dwelling/structure and board all openings
	Remove all glass shards from property including sliding glass doors
	Secure loose/Hanging gutters
	Secure any loose/hanging siding, soffit and/or fascia
	Remove exposed tack strips, including areas in closets.
	Install transition strips as necessary in doorways where carpet is loose or height difference is higher than 1/4"
	All exterior exposed wires need capped and cover installed on missing outlets or switches
	Ensure that all electrical breakers are in the off position (unless there is a sump pump and power is active)
	Install blanks on breaker boxes where breakers are missing - NO tape or wood!
	Fill in all holes/depressions in yard that could be trip hazards.
	Install orange mesh fencing around large depressions in the yard from pools, ponds, etc.
	Remove damaged light fixtures and cap wires.
	Secure or remove loose, hanging television cables, co-ax cables, any wires
	Install handrails at steps with 3 or more risers; install guardrail on any porch/deck 24" or higher, including a midrail halfway up to the top rail
	Secure all Ext/Int handrails, guardrails if loose.
	Secure all loose carpets/vinyl flooring cannot tape glue tack or staple
	Remove damaged/torn carpet or carpet stained with animal feces or urination stains, call from site for removal approval
	Remediate Mold-like substance up to 25 sq ft in any one room with bleach and a final application of Kilz
	Tape MINIMAL cracks on windows (BB holes, small crack in the corner of the window, etc)
	<b>SECUREMENT</b>
	Legible photos of the HUD key in knob set in all access point to the property (main structure and all outbuildings, crawl space)
	Legible photos of the posted signage, including the no-trespassing warning sign, winterization notices, and 10 sign-in sheets
	Secure all swimming pools/hot tubs by covering to HUD specifications, to include locking all gates with the approved padlock and repairing damaged fences as necessary, secure all storm cellars, pump houses.
	Secure rear gates to alleys with hasp and padlock

	Repair/replace all exterior doors to ensure they shut and lock
	Repair/replace all glass in windows; reglaze up to 4 windows
	Cover all attic vents with screening if vents are found to be open
	Install locks on doors and windows where needed including garages, outbuildings.
	Board up pet doors and dryer vent holes (on the exterior side only - NOT necessary for dryer vents with screens or flaps; includes dryer vents in the floor to be covered on the interior)

**ALL doors (incl. garage roll up door) and windows must be locked and secured before leaving Any realtors' lock boxes found should be secured in kitchen drawer; DO NOT REMOVE OR DISCARD!**

**COMMENTS: If any additional comments need to be made, please use this area**

Date: \_\_\_\_\_

Contractor Name (print) \_\_\_\_\_

Signature \_\_\_\_\_