



Initial Services

(INITIALSERVWO) HUD Initial Service -Trash out, clean out, maid services, initial yard maintenance, health and safety, Ready to Show Condition. 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 48 hours from date of new property acquisition. Must take an adequate number of date stamped pics showing before, during, and after of all work completed as well as the interior and exterior of the property in ready to show condition. Save Initial Services date stamped photos and any supporting documents in Prime Contractor's work order management system. Initial Service checklist should always be used. Work should be uploaded into Prime Contractor's work order management system within 48 hrs of being assigned the property. Re-glazing Information: do not board any broken windows or doors unless they cannot be re-glazed due to frame damage (submit a bid to repair or replace the window/door and await approval after boarding is completed). All broken windows are to be re-glazed. Repair any broken doors. Remove any broken screen or storm doors. All broken glass must be removed from site. Initial Trash-Out (up to 10 cubic yards): remove all trash and debris from the interior and the exterior of the assigned property and from all structures on the property (including, but not limited to porches, attics, garages, outlying buildings, storage sheds, decks, patios, crawl spaces, gutters, roof debris, etc.). All trash and debris will be removed from the premises to an acceptable trash dumping area. Interior of Property: to include basements, attics, store rooms, sheds, carports and garages. Exterior of Property: dispose of all debris and trash, rubble, yard and foliage debris, abandoned vehicles (per protocol), and any other objects (this includes but is not limited to items like mail, newspapers, phone books, etc.). Debris exceeding 10 cubic yards will be priced per cubic yard (call for approval). Initial maid services: if utilities are off, the vendor must have a generator for electricity and capable of bringing your own water. All surfaces must be cleaned to streak free condition. All non-painted wood surfaces in the interior are to be cleaned with a reliable cleaning solution. Clean any surface including but not limited to walls, baseboards, doors, faceplates, counters, cabinets, and all air conditioning and heating vents. Clean all surfaces with appropriate cleaner. Sweep and mop all hard floors throughout the property with clean mop water or a similar, appropriate cleaner. Clean all bathroom and kitchen fixtures, appliances, etc. Clean all bathroom sinks, mirrors, toilets, tubs, and showers. Clean all mirrors and glass with glass cleaner. Wash and clean all vanities, cabinets, counter tops, towel bars and soap dishes. Clean all light fixtures and ceiling fans. Remove dust and cobwebs from ceiling fans, ceiling corners and all other obvious areas. Vacuum all carpeted floors. Do not remove carpet unless approved by vendor manager. Call from site if the carpet is feces/urine stained. Other floors, i.e., garages, carports, porches, patios, decks, stoops, storage sheds, etc. are to be swept clean, removing all dust & dirt particles. Clean fireplace or wood burning stove by removing ashes and sweeping firebox and hearth. Close the damper. If burn products are present, remove to an acceptable dumping area and clean off any leftover residue. Kitchen: Clean all appliances with appropriate cleaning solution, rinse with water, and dry. The



oven/range will be cleaned using acceptable oven cleaner. The oven cleaner will be thoroughly rinsed and wiped at the end of the cleaning. The refrigerator and freezer must be cleaned and free of any mildew. Thoroughly clean inside and outside of the exhaust vent over the stove. Leave 2 air fresheners in every property (preferably one by the kitchen sink and one by the bathroom sink). Utilize bleach and water to stop the continuing growth of mildew and mold (25 square feet in each area must be remediated) or otherwise cut and remove mold damaged drywall. Abandoned Vehicle Information: Remove all abandoned vehicles per local code after posting the vehicle tow notice. Initial

Yard Maintenance Information: Initial yard maintenance is to be completed at all times. Maintain each property to be 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 any 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 all 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 that pose a trip hazard or Health & Safety hazard, shall be filled in with dirt. SNOW REMOVAL INFORMATION (if applicable during Initial Services): 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 (only subcontractor expense if minor in nature; bid otherwise), 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 in 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 tap (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. Secure all active electrical panels from easy access. 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. Pressure test photos required. Report any plumbing issues to Prime Contractor representative. All water will be shut off at the curb stop and water meter and water meter. 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 (RV grade, pink 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 connections 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 winterization checklist and winterization requirements. The initial services checklist is required to be completed and submitted with the work order. The initial services checklist must be filled out and photo documented, along with required photos to receive payment.