



## **RTS Routine Service**

(RTSINSPWO)- HUD REO Bi-Weekly: 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.

Routine inspection work order note: The FHA Case # and address should be validated upon each inspection and clearly marked on the routine form. Note: if property is found as occupied, provide photo documentation to support occupancy. Complete routine inspection form questions regarding the exterior and take photos. Attempt to obtain information concerning the current occupant's name, possible landlord, and lease information. Call Prime Contractor representative while on site. The most up to date routine inspection form must be used each time. Routine inspection must be uploaded into Prime Contractor's work order management system immediately after completion (same day). Photo requirements: an adequate number of date stamped photos must be submitted to include the following with each RIINSPWO: all exterior needs photo documented including the address close up (front, rear, both side views), photos to show lawn maintained, key in the lock with clear photo of key code, the sign in sheet (after signing in) and all postings (clear pictures), all utility meters, all rooms and all major mechanicals, furnace, water heater, etc. Photos of the interior & exterior of the mailbox (if there is mail in the mailbox, the mail needs to be sent to the Prime Contractor Corporate Office). Photos are required to show integrity of the winterization (toilets with the lids up, meter disconnected and the zip tie), if applicable, and a photo of all appliances to document their presence.

Take a photo of empty space if appliances are missing. Before and after photos of any health and safety items are required. Photos of sump pump if present and lighted electrical tester showing power to the outlet providing power to the sump pump. Photos are required of electric panel showing breaker positions (should be off unless there is a sump pump and/or dehumidifier), (if panel is taped shut and secure take photos showing panel is shut and secure; do not open unless sump pump outlet does not show power using a lighted electrical tester) foundation, and before and after of any new debris being removed. Complete the inspection report in its entirety, do not leave blanks. This property is to be inspected no sooner than 2 days prior to the work order due date and completed (including upload) by the due date on the work order. Failure to comply may result in a monetary penalty and/or reassignment. Ten property sign-in sheets should be present (if sign-in sheet is full, install a new form). A separate sign in sheet will be required in each unit of a multi-unit property. Sign and date the sign-in form on every property visit and take a photo of the signed form. Sign-in sheets must be maintained in a professional manner and replaced when  $\frac{3}{4}$  full. If there are any issues or deficiencies present, correct the issues, as part of routine inspection fee. For example: removing incidental debris, re-glazing an opening, replacing a sign-in sheet or emergency posting sign. If property is winterized, maintain anti-freeze in all toilets and drains. Re-secure if needed. Properties should be secure at all times. Toilets should be clean at all times, if not please clean them. Re-secures and clean up: properties should remain in ready to show condition at all times. Sump pump information: verify if a sump pump is present upon



arrival. If present, a photo of the sump pump being tested is required. Verify that the sump pump is in operation if present. Show power on with tester in sump pump outlet and photo to document condition. If sump pump is present, the main electric circuit breaker should be on as well as the sump pump outlet breaker. All other breakers should be off. If sump pump is missing or damaged, supporting photo documentation is required (call Prime Contractor representative from site for approval to replace). If there are any property condition changes at the property this must be reported to your Prime Contractor representative while on site.