



Loan Number: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Contractor Code: \_\_\_\_\_  
 Work Order Number: 48834316-1  
 Completed Date: \_\_\_\_\_  
 Occupancy Status:  Vacant  Partial  Occupied  
 Occupied By: \_\_\_\_\_  
 How verified? \_\_\_\_\_  
 If partial, which units were vacant? \_\_\_\_\_  
 Upon arrival was property in convey condition? Y N  
 Upon departure was property in convey condition? Y N  
 Property Description  
 Multi Units? Y N How many units? \_\_\_\_\_  
 Garage? Y N  Attached  Detached # \_\_\_\_\_  
 For Sale? Y N Contact info \_\_\_\_\_

Debris Type	#CYD	Removed?	Potential Violation?	Bid?
Interior Debris	_____	Y N		Y N
Exterior Debris	_____	Y N	Y N	Y N
Int. Health Hazards	_____	Y N		Y N
Ext. Health Hazards	_____	Y N	Y N	Y N
Int. Personals	_____	Y N		Y N
Ext. Personals	_____	Y N	Y N	Y N
Value of Personals	_____	Bid To Rem & Store		_____
Description				

**Securing**  
 Secure upon arrival? Y N Why not? \_\_\_\_\_  
 Lock Chg? Y N Key code \_\_\_\_\_ #Locks \_\_\_\_\_  
 Installed where \_\_\_\_\_  
 Lock box? Y N Combination \_\_\_\_\_  
 Installed where \_\_\_\_\_  
 Padlocks? Y N Key Code \_\_\_\_\_ #Locks \_\_\_\_\_  
 Installed where \_\_\_\_\_  
 Locked by others? Y N Who? \_\_\_\_\_  
 Broken windows? Y N # broken \_\_\_\_\_  
 Broken doors? Y N # broken \_\_\_\_\_  
 Secure upon departure? Y N

**Grass Cut**  
 Initial cut done? Y N If not, why? \_\_\_\_\_  
 Shrubs trimmed? Y N If not, why? \_\_\_\_\_  
 Lot size \_\_\_\_\_ Grass Height \_\_\_\_\_  
 Total Cuttable Lot size (without house) \_\_\_\_\_  
 Bid for re-cut (if oversized lot) \$ \_\_\_\_\_  
 Potential City Citation? Y N  
 Is debris interfering with grass cut? Y N  
 Bid to remove debris: \$ \_\_\_\_\_  
 On grass cut list? Y N One-time cut? Y N  
 Grass cut by other? Y N By whom? \_\_\_\_\_

**Securing - Pools/Spas & Roof**  
 Roof Damage? Y N Roof type \_\_\_\_\_  
 Description \_\_\_\_\_  
 Pool Spa Jacuzzi (circle if present)  
 In ground Above ground  
 Area secure? Y N Shock/treat? Y N  
 Drain? Y N Cover? Y N  
 Remove? Y N Size \_\_\_\_\_

Damages (list location)	Estimate
Neglect	\$ _____
Vandalism	\$ _____
Freeze	\$ _____
Water	\$ _____
Fire	\$ _____
Storm	\$ _____
Roof	\$ _____
Missing Items (If list is too long use comments)	\$ _____

**Winterization**  
 Status? Complete Partial N/A  
 Type? Wet Dry Radiant  
 Utilities? Status Final meter Upon Leaving  
 Gas On Off \_\_\_\_\_ On Off  
 Electric On Off \_\_\_\_\_ On Off  
 Water On Off \_\_\_\_\_ On Off  
 If utilities left on, explain. \_\_\_\_\_  
 Is water off at curb? Y N Freeze Damage? Y N  
 Sump Pump? Y N Operable? Y N

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_