



UTILITY ACTIVATION AUTHORIZATION & DE-WINTERIZATION/RE-WINTERIZATION INSTRUCTIONS FOR HOME BUYER
INSPECTION/APPRaisal (Servicing HUD Properties in OH, PA, WV, VA, MD, DE, & DC)

After the sales contract is executed, the buyer/agent is responsible for activating the utilities in order to complete a home inspection. The buyer/agent assumes all utility activation fees and pays those fees directly to the utility provider(s). Once you have VERIFIED THE UTILITIES ARE ACTIVE, you should follow the steps listed below to notify A2Z Field Services that a de-winterization & re-winterization is needed. Please note that de-winterization/re-winterization is a year-round requirement for all properties in A2Z's care and for all buyer inspections.

Failure to notify A2Z within 36 hours of any schedule changes may result in additional fees.

STEP 1:

Contact A2Z Field Services 1-877-342-1067 (OPTION 3) to confirm the property can be de-winterized prior to completing this form or calling any of the utility companies. Contact the appropriate utility companies and coordinate with buyer and utility company to have utilities activated. Verify the utilities are on. NOTE: A2Z DOES NOT AUTHORIZE WATER TO BE TURNED ON INSIDE THE HOUSE PRIOR TO DE-WINTERIZATION.

STEP 2:

Email the signed Utility Activation form (page 2) and a copy of your \$290* check or money order** payable to A2Z Field Services. This should be sent to 2PUAD@a2zfieldservices.com.

*If this request is being made in NON-WINTER months (April 1st-September 30th), NO re-winterization is required. Please submit payment of \$190 ONLY & return with executed No Re-Winterization Acknowledgement (page 4).

** If you are paying by check, a credit application will also be required. The breakout of fees and services is as follows:

- \$90 De-Winterization & Rush fee
- \$100* Re-Winterization & Rush fee (if applicable)
- \$100 Deposit to be refunded AFTER receipt of signed Utility Deactivation Form (UDF-page 3) or No Re-Winterization Acknowledgment, final utility bills are received and usage & charges are confirmed by A2Z's Utilities Specialist.

STEP 3:

Mail Payment to: A2Z Field Services
 ATTN: HUD Accounts Receivable
 5747 Perimeter Drive, Suite 250
 Dublin, OH 43017

Please make sure to always reference the HUD Case Number in the memo line of your check or money order. Submit payment with an executed copy of the signed Utility Activation form to avoid any delays.

STEP 4:

After receiving payment in our office, you will receive an email confirmation from A2Z notifying you that your request was received and the de-winterization will be completed within 72 hours. You will be notified once completed. Please note that the de-winterization will **NOT** be scheduled until our HUD Accounts Receivable department has received the physical check or money order.

STEP 5:

Once your inspection is completed, email the signed Utility Deactivation Form (page 3) AND a copy of your check to 2PUAD@a2zfieldservices.com. The UDF or confirmation your property has closed must be received within 7 days of the de-winterization in order to receive your refund of the \$100 deposit. The refund process takes approximately 14 days after the re-winterization has been completed. **The property will be re-winterized 7 days after the de-winterization. If the property does NOT close prior to October 1st, A2Z will retain your \$100 deposit for the re-winterization fee.**

Disclaimers:

**If the property has a sump pump present, it is your responsibility to ensure that the electric is not shut off to the pump when your inspection is complete. The breaker for the sump pump and the main breaker are the only breakers that should be left on. Otherwise, all breakers must be left in the off position once the inspection is complete.*

***If the property's electric, gas, and/or water meter is missing it is the **BUYER'S** responsibility to replace them if electrical/gas/plumbing functionality is necessary for financing. A2Z and HUD will not be held liable for those costs to replace the meters.*



UTILITY ACTIVATION

Date: _____ HUD Case #: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Buyer's Agent: _____ Agent Cell#: _____

Agent Email: _____ Agent Fax #: _____

Purchaser(s): _____

Purchaser Cell #: _____ Purchaser Email: _____

You *MUST* (1) have all accounts activated, and (2) provide ALL of the following information *BEFORE* we will process your application.

Water Utility Company: _____ Phone number: _____

Account #: _____ Date of Activation: _____

Gas Utility Company: _____ Phone number: _____

Account #: _____ Date of Activation: _____

Electric Utility Company: _____ Phone number: _____

Account #: _____ Date of Activation: _____

Scheduled Buyer's Inspection Date

Utility De-Activation Date

ACKNOWLEDGEMENT: The Purchaser and the Selling Agent must acknowledge all the following 5 statements. **(1)** The undersigned Purchaser and Selling Agent hereby agree to forever hold harmless the U.S. Department of Housing and Urban Development, A2Z Field Services, and its subcontractors from any and all liability, damages and/or claims from the like, rather directly or indirectly, which may arise from the use of this form and/or the activation, connection and/or de-activation of any utilities regardless of its origin or nature. **(2)** The utilities are defined as water, gas, electric, and/or any other service, material, item, or product required to operate and/or test any system and/or item on the above identified property. **(3)** The undersigned will assume all and full financial responsibility for any damages which may occur as a result of any actions and agrees to pay immediately for the remediation and/or correction of any and all damages caused during the time the utilities are activated or de-activated for inspection. **(4)** All utilities are to be turned on in the name of the purchaser. **(5)** Purchaser may not in any way occupy, perform work on, or alter securing and/or entry locks of said property until the official closing is complete.

Purchaser Signature/Date

Agent Signature/Date

Do not write below this line

The following utilities are authorized by A2Z Field Services to be activated:

GAS: Yes – No

ELECTRIC: Yes - No

WATER: Yes - No - Air test only

Due date for Utility Deactivation form: _____

De-winterization _____ Re-winterization _____

Authorized by: _____ Signature: _____



UTILITY DEACTIVATION FORM

Date: _____ HUD Case #: _____ - _____

Inspection Completion Date: _____

Confirmed Water Shut-off Date: _____

Confirmed Electric Shut-off Date: _____

Confirmed Gas Shut-off Date: _____

I have contacted all of the utility companies for which service was connected to perform the home inspection. I have instructed each of the utility companies to disconnect service, and have confirmed the shut-off dates above.

Purchaser Signature/Date

Buyer's Agent Signature/Date

Print Purchaser Name

Print Buyer's Agent Name

DEPOSIT REFUND INFORMATION:

Payable to: _____

Address: _____

Do not write below this line

Deposit Refund issued: _____ Date: _____

Completed by: _____ Signature: _____



No Re-Winterization Acknowledgement

[For De-Winterization completed between April 1st-September 30th ONLY]

Date: _____

HUD Case #: _____ — _____ Scheduled Closing Date: _____

Property Address: _____

City: _____ State: _____ Zip: _____

The Purchaser and the Selling Agent referenced below have requested that A2Z Field Services not complete a re-winterization at this property, as is standard practice after the buyer's inspection, due to the impending closing occurring within the next seven days.

Buyer's Agent: _____ Agent Cell#: _____

Agent Email: _____ Agent Fax #: _____

Purchaser(s): _____

Purchaser Cell #: _____ Purchaser Email: _____

The Purchaser and the Selling Agent must acknowledge the following:

1. The undersigned Purchaser and Selling Agent acknowledge that A2Z Field Services will follow up in seven (7) days to confirm the property has closed and then will issue any appropriate refunds.
2. The undersigned understand that the failure of this property to close as expected will result in A2Z Field Services and its subcontractors deactivating the utilities and completing a re-winterization in order to protect the asset from potential damages.
3. The undersigned hereby agree to forever hold harmless the U.S. Department of Housing and Urban Development, A2Z Field Services, and its subcontractors from any and all liability. Furthermore the undersigned will assume all and full financial responsibility for any damages which may occur as a result of any actions and agrees to pay immediately for the remediation and/or correction of any and all damages caused during the time the utilities are activated for inspection.
4. Purchaser may not in any way occupy, perform work on, or alter securing and/or entry locks of said property until the official closing is complete.

_____/_____
Purchaser Signature/Date

_____/_____
Agent Signature/Date

Print Purchaser Name

Print Buyer's Agent Name

DEPOSIT REFUND INFORMATION:

Payable to: _____

Address: _____ City/State/Zip: _____

For Internal A2Z Field Services Use Only

Closing date has been verified by Asset Manager as being scheduled for _____.

Therefore, waiver of de-winterization requirement is: *Approved* *Denied*

_____/_____
Authorized Signature, A2Z Field Services / Date