



Utility Activation/ Home Inspection / Re-winterization for HUD Case Number _____ Date: _____

Property Address: _____ City: _____ State: _____

Buyer(s): _____ Broker/Agent Name: _____

Office Phone #: _____ Broker/Agent E-mail: _____

Step 1 - Please Review Policy, Fill Out, Sign & Submit.

When you receive your written permission from AMS and the property has an executed sales contract (step 8) you may: 1-Contact the local utility companies, 2-Coordinate the dates with them and your home inspection, 3-Fill out this utility activation request form listing the turn on and turn off dates. **The utilities are to be turned on in the purchaser's name and at purchaser's expense.**

The undersigned purchaser(s) or agent for the same hereby holds AMS (ASSET MANAGEMENT SPECIALISTS, INC), its subcontractors and the U.S. Department of Housing and Urban Development harmless and assumes full responsibility for any and all related cost, deposits, and connection and usage fees associated with this activation. The undersigned further assumes full financial responsibility for any damages, which may occur as a result of the above action.

Please sign below accepting the above terms and conditions and submit.

Purchaser(s)	Date	Broker	Date
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Step 2 - Please sign this Utility Activation request form and refer to the Winterization Schedule on our web site www.amsreo.com to see if the property you are requesting is winterized between the dates of September 1 – April 30.

If the home is winterized, the purchaser is responsible for the actual costs to activate, deactivate and when necessary, re-winterize the property. The \$150.00 cost is non-refundable and is sufficient to cover cost of the re-winterization. This form and cost may be remitted electronically through our web site links to expedite this request. The form and \$150 non-refundable cost may also be submitted via certified funds by mail to AMS (Asset Management Specialists, Inc.) , 311 Sinclair Road, Bristol, PA 19007 Attn: Utility Activations Department.

You must provide a date the water is to be turned on & off below. **It is the buyer's responsibility to pay for the actual costs to activate, deactivate and, when necessary, re-winterize the property.**

Please give our Property Management office 72 hours advance notice prior to having the utilities turned on by submitting this form along with the \$150.00 (if applicable for winterized properties). You have a **maximum of 72 hours** to keep the utilities on in the Buyer's Name. (Buyer/Selling Agent must call the utility company to schedule the turn on/off dates.) The purchaser is responsible for the actual costs to activate, deactivate and re-winterize the property and will be responsible for any property damage incurred. A licensed real estate broker/agent must be present during inspections.

UTILITY TURN ON DATE: _____ TURN OFF DATE : _____(72 hour maximum)

I acknowledge the \$150.00 is non-refundable and paid to AMS (ASSET MANAGEMENT SPECIALISTS, INC.) for the cost to re-winterize the property within 24 hours of the turn off date listed above. We agree to e-mail utilityactivations@amsreo.com when the inspections have been completed to request AMS (ASSET MANAGEMENT SPECIALISTS, INC.) to re-winterize property.

Purchaser	Date	Broker	Date
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Step 3 - The Utility Activation approval confirmation will be e-mailed back to your Broker by AMS (Asset Management Specialists, Inc.),

This area to be filled out by AMS (Asset Management Specialists, Inc.)

The following utilities may be activated and tested: Gas: Yes/ No Electric: Yes/ No Water: Yes/ No /Air test systems only

Comment(s) if any _____

Additional Comment(s) if any _____

APPROVAL: _____ DATE: _____