

General Info

Completed Date: ___/___/___ Conveyed to HUD/VA / Sold? Y/N In Convey Condition? Y/N If no, Reason: _____
Multi-Unit? Y/N ___ Units For Sale? Y/N Broker Name: _____ Phone #: _____ Active Listing? Y/N
Citations? Y/N _____ High Vandalism Area? Y/N _____

Vacant? Yes No Vacant Land Bad Address Unknown Partial How Vacancy verified _____
Mobile Home? Y/N VIN# _____ HUD Tag # _____ Make _____ Model _____ Year _____
Length _____ Width _____ Size: Single-wide Double-wide Other Skirted? Y/N Tongue/Axel Wheels Attached? Y/N Attached to foundation? Y/N
Secure on arrival? Y/N If no, reason: _____ Secure on departure? Y/N

Damages

Mortgagor Neglect: _____ Eyeball Est: \$ _____
Vandalism: _____ Eyeball Est: \$ _____
Freeze Damage: _____ Eyeball Est: \$ _____
Storm Damage: _____ Eyeball Est: \$ _____
Water Damage: _____ Eyeball Est: \$ _____
Natural Disaster: _____ Eyeball Est: \$ _____
Fire Damage: _____ Eyeball Est: \$ _____
Environmental Hazard: _____ Eyeball Est: \$ _____
Structural Damage: _____ Eyeball Est: \$ _____
Unfinished Renovations: _____ Eyeball Est: \$ _____
Missing Items: _____ Eyeball Est: \$ _____
Roof Damage: _____ Eyeball Est. \$ _____
Active leak? Y/N Roof Type: _____ Pitch: _____
Bid to Tarp: \$ _____ Dimensions: _____ X _____ Location: _____
Bid to Patch: \$ _____ Dimensions: _____ X _____ Location: _____
Bid to Replace: \$ _____ Dimensions _____ X _____ Location: _____
Temporary Roof Repairs Completed? Y/N Tarping Patching Description: _____
Mold Damage: _____ Eyeball Est. \$ _____
Location: _____ Size of Area: _____ Cause: _____
Bid to remove mold: \$ _____ Bid to Treat/Clean mold: \$ _____

Boarding/Reglazing

Completed?	Y/N	Opening Type	Quantity	Location	Length	Width	Plywood	Bids?	Y/N	Opening Type	Quantity	Location	Length	Width	Plywood
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Lock Changes

Was lock change completed? Yes No Locked by Others Locked by SPI

Lock Type	Key Code	Location	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Lock Bids? Y/N

Lock Type	Key Code	Location	Bid Amount	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Grass Cut

Shrubs Trimmed? Y/N Bid to Trim Shrubs: \$ _____ Dimensions: _____ X _____ X _____ Quantity: _____
Grass Cut Completed? Yes No-allowable No-Debris No-Limited Growth No-No Grass No-Condo Maintains No-Realtor Maintains
No-Cut by others No-Posted by HUD/VA No-Snow Covered No-No access No-Out of Season Bid Previously Submitted No-On GCL

Grass Cut Bids? Y/N Lot Size: _____ X _____ Perimeter Lot Size: _____ X _____ Grass Height: _____
Initial Grass Cut: \$ _____ Re-Cuts: \$ _____ Initial Perimeter Cut: \$ _____ Perimeter Re-Cuts: \$ _____

Debris Info

Debris? Y/N

Int Debris? Y/N Removed? Y/N CYDS: _____

Description: _____

Health Hazards? Y/N

Int H/H? Y/N Removed? Y/N CYDS: _____

Description: _____

Personals? Y/N

CYDS: _____ Value: \$ _____

Bid to remove: \$ _____ Bid to Store: \$ _____

Description: _____

Ext Debris? Y/N Removed? Y/N CYDS: _____

Description: _____

Ext H/H? Y/N Removed? Y/N CYDS: _____

Description: _____

Dump Receipt Info:

Name: _____

Address: _____

Phone: (____) _____ - _____

Item	Quantity	Int/Ext	Removed? Y/N
Autos	_____	_____	_____
Boats	_____	_____	_____
Campers	_____	_____	_____
Trailers	_____	_____	_____
Motorcycle	_____	_____	_____
Fallen Tree	_____	_____	_____

Item	Quantity	Int/Ext	Removed? Y/N
Tires	_____	_____	_____
Chemicals	_____	_____	_____
Oil	_____	_____	_____
Paint	_____	_____	_____
Oil Drum	_____	_____	_____
Paint Thinner	_____	_____	_____
Propane	_____	_____	_____
Fire Ext	_____	_____	_____
Batteries	_____	_____	_____
Other	_____	_____	_____

Storage Receipt Info:

Name: _____

Address: _____

Phone: (____) _____ - _____

Winterization

Winterization Completed?

Yes No

Winterized by SPI Winterized by Others Partial Not Applicable

System Type? Dry Dry w/well

Steam Steam w/well Radiant Radiant w/well

Utilities	Status On/Off	Meter Reading	Serial Number	Comments
Gas	_____	_____	_____	_____
Electric	_____	_____	_____	_____
Water	_____	_____	_____	_____

Sump Pump? Y/N Operable? Y/N Bid to replace: \$ _____ **Water off at curb? Y/N** If no, reason: _____
 Bid to Winterize \$ _____ Bid to Winterize Radiant per 97-31 Specs \$ _____ Bid for Glycol _____ Gals @ \$ _____ ea.
 Bid to Drain \$ _____ Bid to Pressure Test \$ _____ Bid for RPZ Valve \$ _____ Bid to restart system \$ _____

Pools/Hot Tubs/Spas

Pool? Y/N Above-Ground Rectangular Above-Ground Round In-Ground Rectangular In-Ground Round Size: _____ X _____
 Secure? Y/N Did you secure? Y/N Bid to Secure: \$ _____ Description: _____
 Water in Pool? Y/N Did you Drain? Y/N Bid to Drain: \$ _____ Amount of water in pool: _____ feet
 Dismantled/Removed Pool? Y/N Bid to dismantle/remove: \$ _____

Hot Tub/Spa/Jacuzzi? Y/N Size: _____ X _____
 Secure? Y/N Did you secure? Y/N Bid to Secure: \$ _____ Description: _____
 Water in Hot Tub/Spa? Y/N Did you Drain? Y/N Bid to Drain: \$ _____ Amount of water in Hot Tub/Spa: _____ feet

Give Access

Was Access Given? Yes No-Not Needed No-No show No-Other Reason: _____
Given To? Appraiser Adjuster Mortgagor Realtor Other: _____ **Name:** _____

Miscellaneous Information

Miscellaneous Bids? Y/N
 Description: _____ Bid: \$ _____
 Description: _____ Bid: \$ _____
 Description: _____ Bid: \$ _____

Miscellaneous Work Completed? Y/N
 Description: _____ \$ _____
 Description: _____ \$ _____
 Description: _____ \$ _____

Comments

