

## Initial Secure/1<sup>st</sup> Time Lock Change Checklist

The items listed in this checklist are to be completed on every property at initial secure.

Item	Photographs	Comments	Completed Date
<b>Prior to Entering Home</b>			
Address Verification – Ensure you are at the correct location	<ul style="list-style-type: none"> <li>• Front of home</li> <li>• Address posted on property</li> <li>• Street sign</li> </ul>	<ul style="list-style-type: none"> <li>• Photos must be clear</li> </ul>	
Verify property is vacant before completing lock change			
<b>Exterior Inspection</b>			
Complete an exterior inspection of property	<ul style="list-style-type: none"> <li>• Damage</li> <li>• Health &amp; Safety Hazards</li> <li>• Posted notices and code violations</li> <li>• External Debris</li> <li>• Unsecured openings</li> <li>• Roof from ground level</li> <li>• Outbuilding</li> </ul>	<ul style="list-style-type: none"> <li>• Note all damage and possible cause of damage. Must provide bids to repair. If you can't repair must state in update that it is out of the scope of work.</li> <li>• Photos of damage and debris must be from multiple angles to support bids</li> <li>• Photos of notices must be legible.</li> <li>• Bids to cure must be provided. If unable to bid must provide in update that is it out of the scope of work.</li> </ul>	
<b>Interior Inspection</b>			
Complete inspection using condition report provided.	<ul style="list-style-type: none"> <li>• Photo of each room                             <ul style="list-style-type: none"> <li>○ Floors</li> <li>○ Walls</li> <li>○ Ceiling</li> <li>○ Windows</li> </ul> </li> <li>• Damage</li> <li>• Mechanicals</li> <li>• Health &amp; Safety Hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Note all damage and possible cause of damage.</li> <li>• Photos of damage and debris must be from multiple angles to support bids.</li> <li>• If there is a roof leak make sure to photograph damaged ceilings.</li> <li>• Health Hazards include food and waste.</li> <li>• Safety Hazards include exposed</li> </ul>	

		wires and missing cover plates/switch covers/missing handrails	
Provide inventory list of personal property with estimated values of each item.	<ul style="list-style-type: none"> <li>Personal Property</li> </ul>	<ul style="list-style-type: none"> <li>An item is considered personal property if its garage sale value is estimated at more then \$100.</li> </ul>	
<b>Sump Pump</b>			
<b>Check Operability</b>	<ul style="list-style-type: none"> <li>Sump Pump</li> </ul>	<ul style="list-style-type: none"> <li>Must state horse power of sump pump.</li> </ul>	
<b>Electric is On</b>			
Leave breakers on for sump pump on	<ul style="list-style-type: none"> <li>Breakers</li> </ul>		
Turn off all other breakers	<ul style="list-style-type: none"> <li>Breakers</li> </ul>		
Test sump pump	<ul style="list-style-type: none"> <li>Hand pulling float for pedestal, need water for submersible.</li> </ul>		
<b>Electric is Off</b>			
Turn off main breaker	<ul style="list-style-type: none"> <li>Breakers</li> </ul>		
Test sump pump using generator	<ul style="list-style-type: none"> <li>Generator connected</li> </ul>		
Transfer electric to client		<ul style="list-style-type: none"> <li>Transfer information will be provided in the work order, or state otherwise.</li> </ul>	
Contact Sand Castle		<ul style="list-style-type: none"> <li>Inform Sand Castle the power is off, the main breaker has been turned off and electric has been transferred to the client.</li> <li>Sand Castle will contact you with a new work order to turn breakers back on when electric has been restored</li> </ul>	
<b>Secure - If Requested</b>			

Replace lock using key codes 35241, 44535, or 677677	<ul style="list-style-type: none"> <li>• Door knob before change (exterior of door)</li> <li>• Hole in door after lock is removed</li> <li>• New lock installed with key in lock</li> </ul>	<ul style="list-style-type: none"> <li>• Unless noted in the special instructions please secure backdoor only</li> </ul>	
Attach lock boxes when requested in work order	<ul style="list-style-type: none"> <li>• Photo of knob lock before lockbox installed</li> <li>• Lock box attached to door</li> <li>• Lock box code</li> <li>• Key in lock box</li> </ul>	<ul style="list-style-type: none"> <li>• Only when requested in the special instructions</li> </ul>	
<b>Roofs</b>			
<b>If roof leaks are noted during interior or exterior inspection, tarp roof to HUD specifications for allowable.</b>	<ul style="list-style-type: none"> <li>• Damage to roof</li> <li>• Before tarping</li> <li>• During tarping</li> <li>• After tarping</li> </ul>	<ul style="list-style-type: none"> <li>• Must provide bid to repair/replace.</li> <li>• If unable to complete for allowable provide bid and detailed description why it can't be done for allowable.</li> <li>• Provide interior and exterior photos of roof/ceiling damage</li> </ul>	
<b>Winterization Season- If Requested</b>			
Refer to the appropriate investor guidelines for winterization season. If the loan is Bank owned (Conventional) please refer to Fannie Mae Guidelines.			
Winterization	<ul style="list-style-type: none"> <li>• Before</li> <li>• During</li> <li>• After</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to the winterization checklist. All items winterized need to be photographed before, during, and after</li> <li>• Example- before: fixture with no environmentally friendly anti-freeze, during: pouring environmentally friendly anti-freeze into fixture, after: fixture showing winterization sticker posted and environmentally friendly anti-freeze when possible.</li> </ul>	
Snow Removal	<ul style="list-style-type: none"> <li>• Yard stick showing height of snow</li> <li>• Before snow removal</li> <li>• During snow removal</li> <li>• After snow removal</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 3" is required for snow removal.</li> <li>• Only service public areas such as sidewalks. Unless requested to</li> </ul>	

		provide access to the property.	
<b>Grass Cut Season - If Requested</b>			
Refer to the appropriate investor guidelines for winterization season. If the loan is Bank owned (Conventional) please refer to Fannie Mae Guidelines.			
Initial Grass Cut	<ul style="list-style-type: none"> <li>• Yard stick showing height of grass</li> <li>• Before grass cut</li> <li>• During grass cut</li> <li>• After grass cut</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor must provide lot dimensions of area to be cut (e.g. 30 x 120)</li> <li>• If a bid is required, you must provide sufficient photos to justify bid.</li> <li>• Before, during and after photos must be from the same angle.</li> <li>• Provide photos of front, side and rear</li> </ul>	
Re-Cut	<ul style="list-style-type: none"> <li>• Yard stick showing height of grass</li> <li>• Before grass cut</li> <li>• During grass cut</li> <li>• After grass cut</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor must provide lot dimensions of area to be cut (e.g. 30 x 120)</li> <li>• Grass should be a minimum of two inches before cutting.</li> <li>• Before, during and after photos must be from the same angle.</li> <li>• Provide photos of front, side and rear</li> </ul>	
<b>BIDS</b>			
<b>Provide bids for the following items</b>		All bids must be detailed providing the following: <ul style="list-style-type: none"> <li>• Dimensions</li> <li>• Scope of work</li> <li>• Possible cause of damage</li> <li>• Materials to be used</li> </ul>	
Replace inoperable sump pump			
Remove exterior debris	<ul style="list-style-type: none"> <li>• Exterior debris</li> </ul>	<ul style="list-style-type: none"> <li>• Provide photos from multiple angles to support bid.</li> </ul>	
Remove interior debris	<ul style="list-style-type: none"> <li>• Interior debris</li> </ul>	<ul style="list-style-type: none"> <li>• Provide photos from multiple angles to support bid.</li> </ul>	

Remove personal property	<ul style="list-style-type: none"> <li>Personal property</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Store personal property for 30 days	<ul style="list-style-type: none"> <li>Personal property</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Remove hazardous items	<ul style="list-style-type: none"> <li>Hazardous items</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Mold remediation	<ul style="list-style-type: none"> <li>Mold damage</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Repair roof /Tarp	<ul style="list-style-type: none"> <li>Roof damage</li> </ul>	<ul style="list-style-type: none"> <li>Tarp to investor guidelines</li> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Visible damage	<ul style="list-style-type: none"> <li>Visible damage</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Safety Issues	<ul style="list-style-type: none"> <li>Safety issues</li> </ul>	<ul style="list-style-type: none"> <li>This includes but is not limited to items such as missing handrails, exposed wires, trip hazards.</li> <li>Provide photos from multiple angles to support bid.</li> </ul>	
During grass cut season – Lawns that exceed investor guidelines	<ul style="list-style-type: none"> <li>Yardstick showing height of grass</li> <li>Front yard</li> <li>Rear yard</li> <li>Side Yard</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	
Any code violation not covered in the categories above	<ul style="list-style-type: none"> <li>Code violations</li> </ul>	<ul style="list-style-type: none"> <li>Provide photos from multiple angles to support bid.</li> </ul>	