

HomeEq Servicing

◆701 Corporate Center Drive, 3rd Floor, Mail Code NC 4794 · Raleigh, NC 27607 · www.homeq.com/reo◆

PROCEDURES TO WINTERIZE VACANT PROPERTIES

HomeEq Loan #:

Property Address:

City:

State:

Zip:

THE FOLLOWING WORK WILL BE COMPLETED:

- Drain 4 to 6 inches off the top of the water heater.**
- Open all faucet valves and hose bibs.**
- Apply air pressure at outside bib.**
- Flush all commodes and secure plastic covers on bowls.**
- Install winterized stickers on kitchen sink, bath, mirrors, & water heater.**
- Place water heater breaker in “off” position. Disconnect wires at tank cap & tape wires.**
- Remove cut off valve bonnet and secure to water heater inlet line.**
- Set thermostat at 68 degrees.**
- Turn off water at meter.**

PLEASE ADAPT THESE PROCEDURES APPLICABLE TO YOUR AREA TO PREVENT FREE DAMAGE. PLEASE NOTIFY APPLICABLE REO OFFICER WHEN WINTERIZATION HAS BEEN COMPLETED.