

# HomeEq Servicing

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## **WINTERIZATION PROCEDURES**

HomeEq Servicing requests complete winterization of any and all **vacant** assets you are marketing for us.

You may be required to adapt those procedures applicable to your geographic area. The cost for procedures may vary by area as well - please advise your REO Officer if the cost exceeds \$175 per asset. (We do not expect to pay any cost or fee for winterization that is typical for the area without prior approval).

You will be reimbursed for the expenses to winterize HomeEq properties. Please note you and your vendor must execute this form verifying the winterization procedures are complete and the proper reimbursement documentation must be attached, before funds can be disbursed. HomeEq must receive a completed executed form for each property you are handling for us.

Please ensure the attached notice (indication that the property has been winterized) is visible and prominently displayed on the property.

Should there be a contract pending on the property, making it necessary later to de-winterize, it will be your responsibility to winterize again if the closing is not immediate. Should the property still be in your inventory in the spring, de-winterize accordingly.

If the property you are handling is in a condition (guttled, burned, etc.) and cannot be winterized please send a signed statement stating the circumstances for HomeEq's file.

Please complete the attached Winterization Procedures form as set forth in the procedures, sign and date when winterization is complete and return a copy to HomeEq. Address questions to the assigned Marketing Officer.