

UTILITY ACTIVATION REQUEST FOR HOME INSPECTION

After completing, dating and signing this Utility Activation Request Form, mail it together with a non-refundable check payment per the instructions in STEP 3 below. Cooper-CitiWest needs to approve the request prior to your proceeding with the home inspection.

Property Address:

.....
Street City State Zip Code

FHA Case #: **YOUR FAX NUMBER:**

YOUR EMAIL:

Step 1:

When you, the undersigned Purchaser, receive written permission (executed sales contract), you shall contact the local utility companies and coordinate dates between you and your home inspection company and/or appraiser. Complete this Utility Activation Request Form listing the dates you are requesting the utilities to be activated and de-activated below. The Purchaser has a maximum of 72 hours to keep the utilities on in the Purchaser's name and at the Purchaser's expense. A disconnect order must be immediately placed with the utility companies to have the services disconnected after the completion of the home inspection and/or appraisal. Cooper-CitiWest does not activate utilities and only grants permission to have utilities activated by the utility providers. Cooper-CitiWest is not required to de-winterize any property in order for an inspection to be completed.

.....
Activation Date

.....
De-Activation Date

Step 2:

Utilities are defined as Water, Gas, Electric, and/or any other service, material, item or product required to operate and/or test any system and/or item on the above identified Property. The undersigned Purchaser and Selling Broker shall forever hold harmless the U.S. Department of HUD and Cooper-CitiWest and its subcontractors from any and all liability, damages and/or claims, directly or indirectly, which may arise from the activities related to this utility activation and de-activation regardless of its origin and nature. **The Property Condition Report should be reviewed before requesting utility services to be connected.** The undersigned further assume full responsibility for any and all related deposits, connection and usage fees associated with this activation and assume full financial responsibility for any damages that may occur as a result of the above actions and agree to pay for the remediation and/or correction of any and all damages caused by the utility activation and/or de-activation.

Step 3:

If the Property is winterized, the Purchaser is responsible to pay for the actual cost of re-winterization in the form of certified funds or money order according to the Fee Schedule on the next page. **Cooper-CitiWest does not accept personal checks, company checks, or credit cards. In the event the request is received with any of these types of payments, it will not be approved until the correct form of payment is received in our office.** This non-refundable payment is required to ensure that:

- the Property is re-winterized per HUD's winterization requirements,
- the Property is returned in its original condition as before the inspection, and
- the utilities are disconnected in a timely manner.

Payment is to be made in the name of **Cooper-CitiWest JV** and mailed together with this completed and signed form to:

Cooper-CitiWest JV

Utility Activation Department

Phone: 1- 877-331-5053 :: Fax: 404-344-9505

3800 Camp Creek Parkway

Building 1800, Suite 114

Atlanta, GA 30331-6061

It is the responsibility of the Purchaser to ensure that the electricity remains on in condominiums and properties that have sump pumps once all testing has been completed and Purchaser will be held liable for any and all damages that may arise from the electricity not being maintained as a result of this utility activation and de-activation request.

Purchaser's Signature: **Date:**

Purchaser's Signature: **Date:**

Selling Broker's Signature: **Date:**

The following utilities are authorized to be activated on the dates as listed above.

GAS: Yes - No

ELECTRICITY: Yes - No

CONDO: Keep Electricity on after testing

WATER: Yes - No Air Test ONLY

CONDO: Keep Water on after testing

Approved by Cooper-CitiWest: **Date:**

UTILITY ACTIVATION REQUEST FEE SCHEDULE

Property Address:

.....
Street City State Zip Code

FHA Case #: YOUR FAX NUMBER:

YOUR EMAIL:

Standard Re-Winterization Fee: \$150.00

Dry Heat:

Main Unit \$150.00

Additional Unit: \$25.00

Steam Heat:

Main Unit: \$150.00

Additional Unit: \$25.00

Wet Heat:

Main Unit: \$225.00

Additional Unit: \$75.00

Additional Hot Water Tank:..... \$25.00

Exterior Irrigation System:..... \$225.00

Fire Suppression Systems:

Wet System:

1 to 3 floors:..... \$225.00

4 and more floors:..... \$325.00

Dry System: \$50.00

TOTAL FEE:.....