

INITIAL SECURE CHECKLIST

EXTERIOR CHECKLIST	
EXTERIOR	<p>1. Aspen Grove: Checked in using Aspen Grove?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>11. Pool: Above Ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is pool secured <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) In-Ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is pool secured? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>2. Property Access: Is the property Accessible (Unable to complete)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) If no, select reason why <input type="checkbox"/> HOA/Gated Community <input type="checkbox"/> Wrong/In-Valid Address <input type="checkbox"/> No Trespassing Sign</p>
	<p>12. Above Ground Pool: Is decking in good condition?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>3. Property Type/Structure Type: <input type="checkbox"/> Vacant Lot <input type="checkbox"/> Single Family <input type="checkbox"/> Condo <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Brick <input type="checkbox"/> Stucco <input type="checkbox"/> Wood <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home</p>
	<p>13. Hot Tub/Spa/Other Water Features: Present? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it secured? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>4. Occupancy Status: Property vacant on arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>14. Securing: Secondary door re-keyed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Are all detached structures secured? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) All opening secured (windows, doors, crawlspace &amp; etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>5. For Sale/Rent: Is property free of for sale/rent signs? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p>15. Lock Box: Is lock box installed with two keys? <input type="checkbox"/> Yes (if yes, select location <input type="checkbox"/> No (if no, explain why) <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Water Meter</p>
<p>6. Mechanicals: Air Condition (A/C) Unit present &amp; working? <input type="checkbox"/> Yes (take pic) <input type="checkbox"/> No (if no, explain why)</p>	
<p>16. Securing Notice Has a Post-Secure Notice been Installed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>	
<p>7. Notices Posted: No violation/City notices posted? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide pic, reason and date of violation and when violation must be cured)</p>	
<p>17. Damages: No Damages present? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, select damage below and take photos and include source) <input type="checkbox"/> Roof <input type="checkbox"/> Siding <input type="checkbox"/> Structure <input type="checkbox"/> Decking <input type="checkbox"/> Fire <input type="checkbox"/> Other Are damages over \$1500? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>8. Landscaping: Lot Size _____ X _____ If in season, grass cut performed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Shrubs properly trimmed/manicured? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) No fallen tree/tree limbs? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>	
<p>18. All-inclusive estimate/bid being created? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>	
<p>9. Personals/Debris/Hazardous debris: Free of Personals? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide inventory list) Yard free of debris? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) If no, include CYD amount Yard free of hazardous debris? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) If no, include CYD amount</p>	
<p>19. Photographic Documentation: Address verification (front, rear, side, street, view and street sign pic provided)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) If Address not provided, were you able to get a photo of the GPS <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Photographic documentation of lockbox and 2 keys installed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Exterior prop condition pic provided that include lawn? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Before, During &amp; After photos provided of work performed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Photographic documentation time/date stamped? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) If yes, does time/date stamp match Work in field completion date? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) All photographic documentation clear? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why) Measurement photos provided of landscaping? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>	
<p>*** If you select "No" for any of the choices above, please explain in comment section below ***</p>	

INTERIOR CHECKLIST		
INTERIOR	<p><b>1. Appliances/Mechanicals:</b>            All appliances present?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            If no selected, what appliances are missing?  <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> Stove <input type="checkbox"/> Overhead Micro-wave  <input type="checkbox"/> Stove            HVAC System present and in working condition?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            Sump Pump present &amp; operational?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            Boiler present &amp; operational?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            HVAC/Furnace present &amp; operational?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            Hot Water Tank present &amp; operational?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)            Plumbing present?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; provide photo)</p>	<p><b>7. Damages:</b>            Property free of vandalism?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide pic, bid, description &amp; Source)            Property free of damages?  <input type="checkbox"/> Freeze <input type="checkbox"/> Fire <input type="checkbox"/> Water <input type="checkbox"/> Other</p>
		<p><b>8. Structural Issues:</b>            No evidence of structural issues (separation, bowing, cracks or missing flooring &amp; etc.)?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why and provide photos)</p>
		<p><b>9. Visible wires capped?</b>  <input type="checkbox"/> Yes (if yes, take pic) <input type="checkbox"/> No (if no, explain why)</p>
		<p><b>10. All-inclusive estimate/bid being created?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p><b>2. Utilities:</b>            Utilities on?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, select utility below)  <input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other            If sump pump is present, electric must be on</p>	<p><b>11. Photographic Documentation:</b>            Interior photos clear with good lighting, in focus and in color?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             Interior prop condition pic provided of each room within property?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             Before, During &amp; After photos provided of work performed?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             Photographic documentation time/date stamped?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             If yes, does time/date stamp match Work in field completion date?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             Measurement photos provided of landscaping?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)             Photographic documentation of damages provided?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>
	<p><b>3. Winterization:</b>            Property winterized on arrival?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)            If no, did you winterize property prior to departure?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)            What type of plumbing system does the property have?  <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Steam <input type="checkbox"/> Radiant <input type="checkbox"/> Other            Winterization notices posted?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)</p>	
	<p><b>4. Discoloration (Mold):</b>            Is property free of discoloration?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, submit estimate/bid to treat, remediate and replace)            If no, include location of discoloration  <input type="checkbox"/> Basement <input type="checkbox"/> Living Room <input type="checkbox"/> Bedroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/>            If discoloration present, is dehumidifier installed?  <input type="checkbox"/> Yes (provide photos) <input type="checkbox"/> No (if no, explain why &amp; submit bid)</p>	
	<p><b>5. Personals/Debris/Hazardous debris:</b>            Free of Personals?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide inventory list)            Free of debris?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)            If no, include CYD amount            Free of hazardous debris?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain why)            If no, include CYD amount</p>	<p><b>12. Client Call Center:</b>            If property has code violations, debris, personal, overgrown lawn, unsecured openings, escalated events, roof damages, re-occupied properties, health &amp; safety issues &amp; big six items &amp; client requires them to be called in, were they called in?  <input type="checkbox"/> Yes (obtain reference #) <input type="checkbox"/> No (if no, explain why)</p>
	<p><b>6. Basement:</b>            Basement present?  <input type="checkbox"/> Yes <input type="checkbox"/> No            Basement free of water? <input type="checkbox"/> Yes (provide photo) <input type="checkbox"/> No (if no, explain why &amp; provide photo)</p>	<p><b>13. Conveyance Condition (entire property):</b>            Property in Pre-Sale Conveyance condition?  <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide estimate/bid)</p>
	<b>COMMENT &amp; EXPLANATION SECTION</b>	