

**National Home Management Solutions
Utility Activation / Re-Winterization**

This form is for select properties in Union, Madison, Delaware, Franklin, Pickaway, Licking, Fairfield, Hocking, Muskingum, Perry, Guernsey, Noble, Belmont, and Monroe counties only.

PLEASE EMAIL ACTIVATION SHEET TO OHIO.SERVICES@INNOTION.COM

Date: _____ **HUD Case #:** _____
Property Address: _____
Broker: _____ **Office #** _____
Selling Agent: _____ **Cell #** _____
Purchasers' Name: _____

Step 1. When you receive written permission (executed sales contract), contact the local utility companies, and coordinate **dates** between them and your home inspection and/or appraiser. Fill out the dates you are requesting below the utilities are to be activated and de-activated. You have the maximum of 72 hours to keep the utilities on in the purchasers' name. Your De-activation date must not fall on a Saturday or Sunday. (NOTE) if the property has a sump pump present it is your responsibility to insure that the electric is not shut off when your inspection is complete. **This form must be signed by Innotion Management Services, LLC. prior to activation and/or testing of any utilities and/or systems.**

(Activation Date)

(De-Activation Date)

Step 2. The Purchaser and the Selling Agent must acknowledge the following statements. **(1)** The undersigned purchaser and selling agent hereby agree to forever hold harmless the U.S. Department of Housing and Urban Development, National Home Management Solutions of New York, and Innotion Management Services, LLC. from any and all liability, damages and/or claims from the like, rather directly or indirectly, which may arise from the use of this form and/or the activation, connection and/or de-activation of any utility regardless of its origin or nature. **(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. **(3)** The undersigned will assume all and full financial responsibility for any damages which may occur as a result of any actions and agrees to pay for the remediation and/or correction of any and all damages caused during the time the utilities are activated or de-activated. **(4)** The purchaser is responsible for any and all costs associated with the activation, de-activate and the re-winterization of this property. **(5)** All utilities are to be turned on in the name of the purchaser and at the purchaser's expense.

(Purchaser Signature)

(Date)

(Selling Agent Signature)

(Date)

Step 3. It is the purchasers' responsibility to have the property winterized immediately after the water is turned off but before the heat is disconnected or inoperable regardless of the current weather or temperature. This service can be provided by Innotion Management Services, LLC. for \$100.00. If you chose to use a contractor of your choice you are required to provide their name, address and an certificate of insurance when submitting this activation request to Innotion Management Services. The Purchaser is to initial the box that represents his/her choice. If the purchaser chooses to use an outside contractor Innotion Management Services will inspect the property to verify that the services have been performed and that the proper signs have been placed warning others that the property has been winterized. If any deficiencies are found Innotion Management Services will invoice the selling agent for all services and/or items needed to resolve any deficiencies found.

I/we request to have Innotion Management Services perform the winterization of this property once all testing is complete.

I/we will use a contractor of my/our choice to perform the winterization of this property once all testing is complete.
(Please read Step 3 if choosing this option)

Step 4. E-mail this form to **Ohio.Services@INNOTION.COM** with all signatures and dates as requested. Once authorized by Innotion Management Services, this form will be e-mailed back with signatures and if needed any additional instructions will be attached. Any questions please call Innotion Management Services at 1-866-482-7747.

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

Gas: Yes - No

Electric: Yes - No

Water: Yes - No - Air test only

APPROVED: _____

DATE: _____