

**National Home Management Solutions
Utility Activation/ Home Inspection / Re-winterization**

Do not use this form for the counties of Belmont, Delaware, Fairfield, Franklin, Guernsey, Hocking, Licking, Madison, Monroe, Muskingum, Noble, Perry, Pickaway, and Union

PLEASE FAX ACTIVATION SHEET TO AMS @ 215-547-6755

HUD Case Number: _____ Property Address: _____
 Date: _____ Broker/Agent: _____
 Buyer: _____ Fax: _____
 Office Phone No: _____ Cell Phone No: _____

Step 1. Please Review Policy, Fill Out, Sign & Send with Contract When you receive written permission (executed sales contract), contact the local utility companies, and coordinate dates between them and your home inspection. Fill out this utility activation request form listing the turn on and turn off dates. **The utilities are to be turned on in the purchaser's name and at purchaser's expense.** The undersigned purchaser or agent for the same hereby holds National Home Management Solutions of New York, the U.S. Department of Housing and Urban Development and Asset Management Solutions harmless and assumes full responsibility for any and all related deposits, connection and usage fees associated with this activation. The undersigned further assumes full financial responsibility for any damages, which may occur as a result of the above action.

Please sign below accepting the above terms and conditions and submit along with your contract package.

_____	_____	_____	_____
Purchaser	Date	Selling Agent	Date

Step2. Please fax to ASSET MANAGEMENT SPECIALISTS (AMS) with the dates, **prior to** activating utilities. The purchaser is responsible for the actual costs to activate, deactivate and when necessary, re-winterize the property. The purchaser must place a refundable **\$100 deposit, in the form of certified funds or money order**. The amount is sufficient to cover these costs. This deposit is required to ensure the property has been re-winterized.

Deposits are to be mailed to AMS at 2021 Hartel Street, Levittown PA 19057.

Questions—please call AMS 215-547-5649.

The property you are entering into a contract to purchase has been winterized. You must provide a date the water is to be turned on & off below. **It is the buyer's responsibility and cost to re-winterize.** AMS inspectors are responsible to verify the re-winterization has been completed. Please give our Property Management office (AMS) 72 hours advance notice prior to having the utilities turned on by faxing this form to **215-547-6755**. You have a maximum of 72 hours to keep the utilities on in the Buyer's Name. (Buyer/Selling Agent must call the utility company to schedule the turn on/off dates.) The purchaser is responsible for the actual costs to activate, deactivate and re-winterize the property.

If the property has not been re-winterized at the end of the allowable 72 hr period, this may result in a delay of closing (buyer will also be responsible for any property damage incurred).

UTILITY TURN ON DATE: _____ TURN OFF DATE: _____

Step 3. The Utility Activation Approval will be faxed back to you by ASSET MANAGEMENT SOLUTIONS. *This area to be filled out by Asset Management Solutions.*

This following utilities may be activated and tested:

Gas: Yes No **Electric:** Yes No **Water:** Yes No **Air test systems only**

APPROVAL: _____ DATE: _____