



Utility Activation/ Home Inspection / Re-winterization for HUD Case Number _____ Date: _____

Property Address: _____ City: _____ State: _____

Buyer(s): _____ Broker/Agent Name: _____

Office Phone #: _____ Broker/Agent E-mail: _____

Step 1 - Please Review Policy, Fill Out, Sign & Submit.

When you receive your written permission from Guardian Asset Management and the property has an executed sales contract (step 8) you may: 1-Contact the local utility companies, 2-Coordinate the dates with them and your home inspector, 3-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(s) or agent for the same hereby holds GUARDIAN ASSET MANAGEMENT, its subcontractors and the U.S. Department of Housing and Urban Development harmless and assumes full responsibility for all related cost, 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.

	/	
Purchaser(s)	Date	Broker
		Date

Step 2 - Please sign this Utility Activation request form.

The purchaser is responsible for the actual costs to activate and deactivate the utilities. The \$150.00 deposit is sufficient to cover cost of the inspection maintenance support or any other incidental fees that may arise from the utility activation. The form and \$150 fee should be submitted via certified funds or money order by mail to **Guardian Asset Management**, 2021 Hartel Street, Levittown, PA 19057 Attn: Utility Activations Department.

The unused portion of the \$150.00 deposit will be refunded to the purchaser.

You must provide a date the water is to be turned on & off below. **It is the buyer's responsibility to pay for the actual costs to activate and deactivate the utilities.**

Please give our Property Management office 72 hours advance notice prior to having the utilities turned on by submitting this form along with the \$150.00 deposit. 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 and deactivate the utilities and will be responsible for any property damage incurred. A licensed real estate broker/agent **must** be present during inspections.

UTILITY TURN ON DATE: _____ **TURN OFF DATE :** _____ (72 hour maximum)

I / We acknowledge responsibility for the activation and deactivation of utilities, that a licensed real estate agent must be present during the inspection and for any damages that may arise during the inspection period. We agree to e-mail utilityactivations@guardianassetmgt.com when the inspections have been completed.

	/	
Purchaser	Date	Broker
		Date

Step 3 - The Utility Activation approval confirmation will be e-mailed back to your Broker by Guardian Asset Management

This area to be filled out by Guardian Asset Management.

The following utilities may be activated and tested: Gas: Yes/ No Electric: Yes/ No Water: Yes/ No /Air test systems only

Comment(s) if any _____

Additional Comment(s) if any _____

APPROVAL: _____ **DATE:** _____