

Customer Service = Resolution



Safeguard
Properties

Exterior Marketability
Requirements

Exterior Marketability

- Exterior curb appeal is a year round concern
- Exterior curb appeal must be maintained even if property is out of grass cut season
 - If the grass is not up to standards, CALL to get authorization from Safeguard to complete the work. All exterior conditions are the responsibility of the marketability (refresh) work order.



Winter



Summer



Spring



Fall

- Cut grass to height of 3"



- Trim around foundation, fence, deck, porch, etc.



- All pertinent areas are to be weed free (driveways, flower beds, sidewalks, etc.)



- Paved areas (sidewalks, driveways) are to be edged
- Cracks in paved areas must be weed wacked
- Remove all grass clippings from the lawn, sidewalks, and steps
- Sweep/blow all paved areas, entry ways, patios and curbs



← Our Property
(not properly edged)

← Neighbor's Property
(properly edged)

- Trim shrubs and clean up clippings
- Bid removal of overgrown tree limbs
- Check roof and gutters for debris
- Report loose/broken gutters/downspouts



Submit clear before, during, and after photos of work from all sides of property

EXTERIOR

- Is the grass maintained: edged/trimmed/leaves/cut/shrubs
- Is there a straight edge in all areas (drive, sidewalk, patios)?
- Are shrubs blocking access to the property entrances or rubbing against the structure?
- Do shrubs present a neat uniform appearance? (If no what areas front, side, back)
- Are leaves present (in any non-wooded areas)?
If yes, where (front/rear/side yard/behind shed, porch, deck, other)
- Are weeds or saplings and scrub bigger than 3/8" diameter present?
If yes, where: Fence lines, foundation, paved areas, flower beds
- Are there any clippings left in the yard or on paved areas?
If yes, on front, rear, side yard or driveway, sidewalk, walkway?
- Has snow deeper than 3" been removed from the drive and sidewalks and salt applied?
- Is there any exterior debris in/on: Flower beds, porch, front/rear/side yard, driveway, sidewalk, walkway, patio, deck?
If yes, is the debris natural lawn foliage or other?
- Are there any unnecessary posting visible from the exterior?
- Is there any scattered debris throughout exterior?
- Are there any holes or other exterior trip hazards?
- Are Gutters free of debris?
- Are trees making contact with the structure?
- Is there dead timber/trees that pose a hazard?
- Does the siding need to be power washed?
- Is there a tarp on the roof?
- Is there debris on the roof?
- Outside A/C unit present?
- Outbuilding (present)
 - Free of debris?
 - Swept out?
 - Secured?
 - Large cobwebs present?
- Detached garage (present?)
 - Free of debris?
 - Swept out?
 - Secured?
 - Large cobwebs present?
- External entry to crawlspace?
 - Is it secured?
- Pool present? Operable/inoperable/maintained? (Circle if applicable)
- Is it secured; if so how? Fence/gate/cover?

Contractor Code:

Crew who completed initial: _____

Property Address: _____

Date QC was performed: _____

Name of person completing QC: _____

v. 10/15/12

Yes No NA **Balance of Exterior SHCL**

- Light bulbs missing/burnt out? (where?)
- Broken glass?
- Light Fixtures unattached/hanging?
- Steps missing broken?
- Handrails missing or loose
- Foundation damage (Missing bricks/blocks, large cracks)
- Is the entryway into the property clean and free of debris, webs and/or dirt.
- Were doors properly secured?
- Key code used to gain entry? _____
- All windows properly secured?
- Is the exterior dryer vent covered?
- Any evidence of vandalism?
Internal/External?
Location? [Condition, Photo]