



Customer Service = Resolution

7887 Safeguard Circle
Valley View, OH 44125
800 852.8306 P
216 739.2900 P
216 739.2700 F

Wells Fargo Checklist

Property Address _____ Work Order Number _____

Vendor Code _____ Loan Type _____ Date _____

Lawn Maintenance:

Grass is less than 4 inches (If NO complete cut and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
If completing grass cut have driveways, sidewalks, and walkways been hard edged (If NO complete edging with edger)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All leaves, sticks, and branches removed from property (If NO complete and invoice as debris)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Shrubs trimmed to marketable appearance and away from property (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Trees trimmed away from all structures, roofs, and walkways (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All overgrowth removed from property (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All vines removed from structures, under decks, fences, and porches and sprayed to prevent regrowth (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All saplings removed from property including fence lines and foundations (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All weeds in planted areas, along foundation, along fence lines, and in cracks of paved areas knocked down (If NO complete)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Snow Removal:

Snow in excess of 3 inches removed and photos showing depth provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Snow removed from all walkways, sidewalks, steps, decks, and access points including to outbuilding/garages	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Melting agent applied to all walkways, sidewalks, steps, and driveway after snow has been removed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Securing:

Wells Fargo Post-Secure sticker posted in front window if completing interior work and not previously posted by other servicer. This should be the only posting present and has the red bar at the bottom. (If NO, post and fill out appropriately)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Knob-locks/dead bolts changed as instructed per work order (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All openings boarded to local code. This includes but is not limited to windows, doors, crawlspaces, and holes on all structures. (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Broken, un-secure, or unsightly fencing repaired or replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All fence gates secured with A389 padlock regardless if pool is present or not (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Exterior Maintenance:

Broken, disconnected, or damaged gutters and downspouts repaired or replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Gutters and downspouts free and clear of debris (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Active sources of water intrusion addressed (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All damaged soffit, fascia, and shutters repaired or replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Bid to repair/replace all damaged or missing siding provided (If NO provide bid)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All natural debris (leaves, sticks, branches, etc.) and trash removed (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Torn screens and frames removed from windows and sliding glass doors (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Garbage cans free of debris and moved to garage, outbuilding, or out of sight location (If NO complete and invoice debris if present)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Exterior personals consolidated to rear of property. If possible on deck or patio not impacting grass cuts. (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Exterior personals over 15 CYDS are tarped with black or brown tarp and tarp is secured to ground or tied around the personals (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Pools, hot tubs, and koi ponds secure (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All debris and standing water removed from pool covers (If NO complete)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Active roof leak on main structure repaired with in the \$2500 Wells allowable (If NO roof is to be tarped with black or brown tarp and bids to repair and replace roof provided)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Steps repaired or replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Exterior Maintenance continued:

Missing or damaged handrails/guardrails have been replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Any loose or raised deck fasteners/board have been re-secured (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Holes in the ground have been filled (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All other trip hazards addressed (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
All broken glass removed (If NO remove and invoice as debris)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Interior Maintenance:

All water pumped from the basement (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Missing or damaged sump pumps repaired or replaced (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Investor Allowables:

All investor allowables completed (If NO complete and invoice accordingly)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
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*****If any 1 line item or all line items above total more than \$2500 a call to the Vendor Contact Center is required. They can be reached at 216-750-4500 and will provide further instruction*****