

Convey Checklist

Exterior:

A/C Unit: Present AND Intact. Ensure the unit is connected including electrical and plumbing appear to be operational. <i>**Wall units fine to pass with**</i> <i>**Window units should be removed as debris post-sale and window secured**</i>	Yes	No- Never Present (Pad or Exterior Connections)	No
Sheds / Outbuildings / Barns: Secured and all debris removed	Yes	No Sheds/Outbuildings/Barns	No
Demolished Structures: If evidence of foundation exists, rebuilt and secured if present at time of origination and on the appraisal <i>**OK to convey if HUD provided clear denial for rebuild bid OR the bid to demolish was approved.**</i>	Yes	No Demolished Structures	No
Pools & Hot Tubs: Secured	Yes	No Pools/ Hot Tubs to secure	No
Roof: No active roof leak or tarp	Yes		No
Exterior Surface: No evidence of missing surfaces allowing water intrusion or infestation.	Yes		No
Gutters & Downspouts: Not allowing water intrusion	Yes		No
Exterior Access: All decks, steps and porches are intact and safe to stand on.	Yes		No

Interior:

HVAC Furnace or Boiler: Intact AND present and all electrical and plumbing is connected accurately.	Yes		No
Hot Water Tank: Intact AND present and all plumbing is connected accurately	Yes		No
Plumbing: All visible plumbing intact and present and plumbed correctly into the major systems. <i>**This includes HWT connection lines, supply lines, and all applicable piping**</i>	Yes		No
Electrical: Electric panel present and intact. Visible wires connected and present. All exposed wiring is capped and safely secured.	Yes		No
Utilities: Must be transferred if a sump pump is present, if the unit has a shared wall, if it's located in a maintain heat state, or if client rules require.	Yes	No need to maintain utilities	No
Flooring: No holes or weak, spongy flooring.	Yes		No
Appliances & Fixtures: Following appliances if present at FTV are present at conveyance: Stove, oven, refrigerator, dishwasher, built-in microwave, sink, bathtubs, toilets, shower heads and faucets	Yes		No

Damages:

No Resulting Damage from Big 6: Flood, Fire, Hurricane, Earthquake, Tornado, Boiler Explosion	Yes		No
Freeze: No evidence of damage to any systems due to frozen water <i>**All freeze damage must have been reported and bid**</i>	Yes		No
Mold and/ or Water: If reported on the initial Secure, source addressed and damage has not worsened If reported AFTER the initial secure, loss review completed and damage addressed as well as source	Yes		No
Environmental: Free of biohazards	Yes		No
Unfinished Renovations: Present on initial secure and NOT a result of big 6 damage or mortgagee neglect.	Yes	N/A	No
Vandalism: Property is free of willful destruction (vandalism)	Yes		No
Structural Damage: No evidence of wall separation. No evidence that the property is in threat of collapse. No evidence of damage to allow outside elements in.	Yes		No
Insurance Repairs: Completed per defined scope.	Yes		No

General Property Preservation:

Property is secure: All windows and doors	Yes		No
All doors rekeyed to matching keycodes: If yes, provide WO# & Keycode for front door secure	Yes	WO# Keycode:	No
Citations & Violations: Any citations/violations are cured <i>**Fine payment is not an ICC issue if condition is cured.**</i>	Yes	No Citations/Violations Posted	No
Mobile Home: Attached to the foundation	Yes	Property is not a mobile home	No
Debris: No more than 1 CYD interior or exterior debris	Yes		No
Yard Maintenance: Shrubs and trees cannot be actively causing damage.	Yes		No
Winterization: Has been performed if in season and is confirmed intact	Yes	Not needed or not in season	No

Clear All