

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>	<input type="radio"/> Yes	<input type="radio"/> No- Never Present (Pad or Exterior Connections)	<input type="radio"/> No
Sheds / Outbuildings / Barns: Secured and all debris removed	<input type="radio"/> Yes	<input type="radio"/> No Sheds/Outbuildings/Barns	<input type="radio"/> 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>	<input type="radio"/> Yes	<input type="radio"/> No Demolished Structures	<input type="radio"/> No
Pools & Hot Tubs: Secured	<input type="radio"/> Yes	<input type="radio"/> No Pools/ Hot Tubs to secure	<input type="radio"/> No
Roof: No active roof leak or tarp	<input type="radio"/> Yes		<input type="radio"/> No
Exterior Surface: No evidence of missing surfaces allowing water intrusion or infestation.	<input type="radio"/> Yes		<input type="radio"/> No
Gutters & Downspouts: Not allowing water intrusion	<input type="radio"/> Yes		<input type="radio"/> No
Exterior Access: All decks, steps and porches are intact and safe to stand on.	<input type="radio"/> Yes		<input type="radio"/> No

Interior:

HVAC Furnace or Boiler: Intact AND present and all electrical and plumbing is connected accurately.	<input type="radio"/> Yes		<input type="radio"/> No
Hot Water Tank: Intact AND present and all plumbing is connected accurately	<input type="radio"/> Yes		<input type="radio"/> 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>	<input type="radio"/> Yes		<input type="radio"/> No
Electrical: Electric panel present and intact. Visible wires connected and present. All exposed wiring is capped and safely secured.	<input type="radio"/> Yes		<input type="radio"/> 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.	<input type="radio"/> Yes	<input type="radio"/> No need to maintain utilities	<input type="radio"/> No
Flooring: No holes or weak, spongy flooring.	<input type="radio"/> Yes		<input type="radio"/> 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	<input type="radio"/> Yes		<input type="radio"/> No

Damages:

No Resulting Damage from Big 6: Flood, Fire, Hurricane, Earthquake, Tornado, Boiler Explosion	<input type="radio"/> Yes		<input type="radio"/> No
Freeze: No evidence of damage to any systems due to frozen water <i>**All freeze damage must have been reported and bid**</i>	<input type="radio"/> Yes		<input type="radio"/> 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	<input type="radio"/> Yes		<input type="radio"/> No
Environmental: Free of biohazards	<input type="radio"/> Yes		<input type="radio"/> No
Unfinished Renovations: Present on initial secure and NOT a result of big 6 damage or mortgagee neglect.	<input type="radio"/> Yes	<input type="radio"/> N/A	<input type="radio"/> No
Vandalism: Property is free of willful destruction (vandalism)	<input type="radio"/> Yes		<input type="radio"/> 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.	<input type="radio"/> Yes		<input type="radio"/> No
Insurance Repairs: Completed per defined scope.	<input type="radio"/> Yes		<input type="radio"/> No

General Property Preservation:

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

Clear All