



Utility Activation Request

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

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Buyer(s): \_\_\_\_\_ Agent Name: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Agent E-mail: \_\_\_\_\_

Certified Check/Money Order #: \_\_\_\_\_

Step 1 – Please review policy & fill out:

When you receive your executed Sales Contract (Step 8) & approval from Guardian Asset Management (this form), you may:

- 1) Contact the local Utility Companies
2) Coordinate the dates with them & your Home Inspector

The undersigned purchaser(s) or Agent, for the same hereby, holds GUARDIAN ASSET MANAGEMENT, its subcontractors & the US Department of Housing & Urban Development harmless & assumes full responsibility for all related cost, deposits, connection & usage fees associated with this activation.

Step 2 – Please sign & submit this Utility Activation Request form:

The purchaser is responsible for the actual costs to activate & 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 & \$150.00 fee should be submitted via CERTIFIED FUNDS or MONEY ORDER (to avoid any confusion, the HUD CASE NUMBER or PROPERTY ADDRESS must also be listed somewhere on the certified funds or money order) made payable & mailed to GUARDIAN ASSET MANAGEMENT, ATTN: UTILITY ACTIVATION DEPARTMENT, ONE OXFORD VALLEY ROAD, 2300 E. LINCOLN HIGHWAY, LANGHORNE, PA 19047.

The unused portion of the \$150.00 Deposit will be refunded to the purchaser. Please note: Guardian Asset Management charges a \$75.00 fee to re-winterize properties that have been de-winterized for buyer's inspection during the wint-season.

Make refund check payable to: \_\_\_\_\_

Return Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

You must provide a date the Utilities are to be turned on & off below. Please give our office 72hrs advance notice prior to having the Utilities turned on by submitting this form along with the \$150.00 Deposit. You have a MAXIMUM OF 72HRS to keep the Utilities on in the Buyer's name (the Buyer/Agent must call the Utility Companies to schedule the turn-on/turn-off dates). The purchaser is responsible for the actual costs to activate & deactivate the Utilities & will also be responsible for any property damage incurred. A licensed Real Estate Agent must be present during Inspections.

UTILITY TURN ON DATE: \_\_\_\_\_ TURN OFF DATE: \_\_\_\_\_ (72hr 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@guardianassetmgmt.com when the inspections have been completed.

Please sign below, accepting the above terms & conditions, and submit.

Purchaser(s) / Date Broker Date

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



Utility Activation Approval

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BELOW TO BE FILLED OUT BY GUARDIAN ASSET MANAGEMENT ONLY:

The following Utilities may be activated & tested:

GAS:	YES	NO	
ELECTRIC:	YES	NO	
WATER:	YES	NO	AIR TEST systems <u>ONLY</u>

Comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_