



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:

Buyer/Agent Responsibility

After you receive your fully executed Sales Contract (Step 8)

- 1) Fill out this form & purchase a money order in the amount of \$150 made payable to Guardian Asset Management
2) Scan & email a copy of this form with a check to utilityactivations@guardianassetmgt.com then mail both to the address below
3) After receiving approval/denial from us via email to agent, buyer is responsible to call to activate utilities, in their name & at their expense
4) If water is approved for activation, the buyer will need to contact a local plumber to de-winterize the property
5) Coordinate the dates with them & your Home Inspector. Agent must be present at all times. GAM does not send anyone to the property for the buyer's utility activation
6) After inspections are completed, the buyer must call & deactivate the utilities they activated & then notify us of completion

Guardian Asset Management Responsibility

- 1) After we receive the filled out form & check, we will provide a reply to the Agent's email
2) In some situations, if a utility provider will not activate in buyers name, we will assist the buyer with activation. However, all costs are still at the buyer's expense
3) Re-winterize the property (\$75 will be deducted from the \$150 for this)
4) Send refund of any remaining money once property closes or contract is canceled. Refunds are sent to your agent payable to buyer.

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. The undersigned further assumes full financial responsibility for any damages, which may occur as a result of the above action.

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, SUITE 700, LANGHORNE, PA 19047.

The unused portion of the \$150.00 Deposit will be refunded to the purchaser by GAM once the property closes or contract is canceled. 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. Please provide the name the refund needs to be made payable to and the AGENTS address.

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

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

You must provide a date the Utilities are to be turned on & off below. Use your best judgement but these dates can be revised if need be. 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@guardianassetmgt.com when the inspections have been completed.

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

Purchaser(s) \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_



Utility Activation Approval

BELOW TO BE FILLED OUT BY GUARDIAN ASSET MANAGEMENT ONLY:

The following Utilities may be activated & tested if circled yes if circled no follow directives under the no and in comments

GAS: YES NO

ELECTRIC: YES NO

NO – Due to Sump Pump **\*\*Electric is already on & cannot be turned off due to the Sump Pump at the property. If at any time, the purchaser has the power shut-off prior to purchasing the property, that purchaser will be responsible for the cost of any pump-outs & damages that may occur. This means we can deny a partial or even full refund of your utility activation deposit.\*\***

WATER: YES NO AIR TEST systems ONLY

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

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

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