

ATTACHMENT 7 Winterization Requirements and Cost Schedule

This section provides instruction for maintenance of utilities and winterization of properties to protect against freeze damage. It also addresses maintenance of wells and properties with sump pumps.

I. Utilities

Unless identified in the variations section of this attachment, utilities are to be turned off. In states where heat is to remain on, the temperature should be maintained at 55 degrees Fahrenheit unless otherwise noted in the local variations.

A. Condominiums and Attached Dwellings

At condominiums and attached dwellings in Planned Unit Developments (PUDs), water services and utilities should remain on if the systems are shared with other units. M&M Contractors should be contacted for directions on maintaining water services at properties where a community water service is involved and for electrical services at condominiums or townhouses, duplexes, attached dwellings in PUDs, where such services should be left on due to homeowners' association or party wall requirements.

B. Equipment Damage

When there is a jurisdictional requirement for heat to remain on and a repair or replacement is needed to make the heating system operational, the Mortgagee should contact the M&M Contractor for instructions when the repair or replacement exceeds \$250.00. The Mortgagee is responsible for damages to plumbing and heating systems caused by untimely and/or improper maintenance.

C. Sump Pumps

Where there is an existing sump pump used to keep basements or crawl space dry, the Mortgagee should leave the electricity on to assure the property is undamaged by flooding, regardless of whether the property is located in a state where utilities are required to be off. The Mortgagee should check to make sure the sump pump is operating. Mortgagees should request prior written approval from the M&M contractor if the cost of installing a sump pump exceeds \$250.

D. Utility Accounts

Utility accounts including electricity, gas, home heating oil and water, should be in the Mortgagee's name until conveyance of the property to HUD. The Mortgagee should pay the bill and may claim reimbursement for utility costs covering the period from the date of vacancy until the end of the billing cycle that includes the date of conveyance. Payment of a utility bill that includes charges for a portion of a billing cycle that is post conveyance is the exception to HUD's policy on non-reimbursement of expenses after the conveyance date. It is the Mortgagee's responsibility to notify the utility company that ownership of the security property has been transferred to HUD (to the attention of the M&M contractor), upon conveyance. A copy of the notice should be maintained in the claim review file.

In states where utilities should remain on, if there is any reason to believe that a Mortgagor may abandon a property, the Mortgagee should contact the utility company to request that the Mortgagee be notified of non-payment of utilities so that utilities can be transferred to the Mortgagee's name and the heat remain on if the Mortgagor vacates.

E. Propane and Oil Systems

If the property has a propane or oil heating system, put a "KEEP FULL" contract on with a local supplier; in those jurisdictions, where the heat should remain "ON."

II. Water

A. Domestic Water

If the water supply source is a public system, the utility should be contacted to turn off the water supply at the curb, unless otherwise indicated in the local variations. The Mortgagee should not cut water lines or remove water meters. (A non-reimbursable charge may be imposed by the water utility for unauthorized water meter removal). The water department or provider should be notified when water is turned off so that a final meter reading can be done. The Mortgagee should ensure that this is completed. Where a water heater has to be installed, the Department will reimburse up to \$350 for an electric water heater or up to \$420 for a gas water heater, which includes the cost of installation.

B. Wells

If the water supply is a private well, the Mortgagee should turn off the well at the breaker panel and tape off the breaker, disconnect the water supply line between the property and pressure tank and install a hose bib on the pressure tank side of the breaker. The hose bib should then be tagged "For Water Testing". All pressure tanks should be drained. If pump is surface mounted, drain pump housing, - if submersible, then disconnect the check valve and drain all pump, suction, and discharge pipes. All fixtures should be winterized.

C. Reduced Pressure Zone Device (RPZ or RPZD)

A reduced pressure zone device (RPZ) is a type of backflow prevention device used to protect domestic water supplies from contamination. Mortgagees should contact the local health departments and/or state and local agencies with regard to any jurisdictional requirements for the installation and/or use of the RPZ device on all wet heat systems. Mortgagees should obtain two independent competitive bids and request prior written approval from the M&M contractor if the cost of installation of an RPZ valve exceeds \$70.

III. Winterization

In jurisdictions where winterization is required, properties are to be winterized between October 1st and March 31st. For exceptions to these winterization time periods, see the *Local Variation from General Requirements* section on page 45. Properties should only

be winterized once. However, a property should be re-winterized if the initial winterization is violated (no longer effective) and the Mortgagee obtains prior approval from the M&M Contractor.

Unless otherwise specified by local variation, the winterization process must include cleaning toilets and draining of all plumbing and heating systems in a manner sufficient to prevent freeze and/or other damage. Use of air pressure to clear the system, or in some cases, adding antifreeze to the system is both acceptable, provided that the effect prevents freeze-ups. All winterization should be performed in accordance with state and local codes, ordinances and regulations. Before and after photographs are required along with any other supporting documentation to support a claim for re-imburement.

A. Dry Heat Systems

The hot water heater and all domestic water supply and distribution piping must be drained in a manner sufficient to prevent freeze and/or other damage. All faucets and valves should REMAIN OPEN during the process, and then closed after draining is completed. Adequate amounts of antifreeze are to be placed in all fixture traps, including toilet tanks and bowls.

B. Wet Heat, Radiant, Hydronic or Hot Water Baseboard Systems

The winterization requirements outlined above apply. In addition, the house boiler system must be drained in a manner sufficient to prevent freeze and/or other damage. All radiator vents are to be opened in the process. Bleeder pins should not be removed from the radiators. Any radiant heat piping should be drained and blown dry with the use of an air compressor and an adequate amount of antifreeze is to be put in the radiant piping.

C. Steam Heat Systems

The winterization requirements outlined above for Dry Heat Systems apply. Note: A steam heat system will have radiators with valves at the bottom of the radiator; a careful determination as to whether the system is hot water or steam is important to ensure proper action is taken. The Mortgagee should determine if the system is operable and if there are any leaks. If any problems with the steam heat system exist, this information should be reported to the M&M Contractor. Additionally, the Mortgagee must drain the property's boiler system in a manner sufficient to prevent freeze and/or other damage. All radiator vents are to be opened in the process and bleeder pins should not be removed from the radiators, before shutting down the heating system. Pressurize the system with an air compressor to 35 pounds and inspect for leakage. The expectation for a properly prepared system is that it will hold air pressure with no leakage for a minimum of one-half hour.

IV. Repair Bids

The Mortgagee may spend up to \$250.00, for required repairs or installation of any new equipment required to maintain utilities or properly winterize a property including but not limited to, water wells, water meters, heating equipment, etc. Where such repairs will

exceed \$250, the mortgagee shall obtain two independent competitive bids and submit the bids to the appropriate M&M contractor for approval. Please advise the M&M where the meter may only be removed by the utility company.

Winterization Service Cost Schedule						
State	Dry Heat 1 Unit	Dry Heat Additional Units	Steam Heat 1 Unit	Steam Heat Additional Units	Wet/Radiant Heat 1 Unit	Wet/Radiant Heat Additional Units
Alabama	\$90	\$50	\$140	\$90	\$460	\$230
Alaska	\$130	\$50	\$190	\$90	\$475	\$465
Arizona	\$80	\$50	\$120	\$90	\$460	\$230
Arkansas	\$75	\$50	\$130	\$90	\$460	\$230
California	\$75	\$50	\$130	\$90	\$460	\$230
Colorado	\$120	\$50	\$160	\$90	\$460	\$230
Connecticut	\$130	\$50	\$190	\$90	\$460	\$230
Delaware	\$90	\$50	\$145	\$90	\$460	\$230
District of Columbia	\$90	\$50	\$145	\$90	\$460	\$230
Florida (Jacksonville)	\$100	\$50	\$155	\$90	\$460	\$230
Georgia	\$100	\$50	\$150	\$90	\$460	\$230
Hawaii	N/A	N/A	N/A	N/A	N/A	N/A
Idaho	\$105	\$50	\$220	\$90	\$460	\$230
Illinois	\$75	\$50	\$145	\$90	\$460	\$230
Indiana	\$75	\$50	\$130	\$90	\$460	\$230
Iowa	\$75	\$50	\$370	\$90	\$460	\$230
Kansas	\$75	\$50	\$145	\$90	\$460	\$230
Kentucky	\$85	\$50	\$155	\$90	\$460	\$230
Louisiana	\$75	\$50	\$130	\$90	\$460	\$230
Maine	\$130	\$50	\$190	\$90	\$460	\$230
Maryland	\$90	\$50	\$145	\$90	\$460	\$230
Massachusetts	\$130	\$50	\$190	\$90	\$460	\$230
Michigan	\$75	\$50	\$155	\$90	\$460	\$230
Minnesota	\$120	\$50	\$245	\$90	\$460	\$230
Mississippi	\$75	\$50	\$130	\$90	\$460	\$230
Missouri	\$75	\$50	\$145	\$90	\$460	\$230
Montana	\$90	\$50	\$230	\$90	\$460	\$230
Nebraska	\$75	\$50	\$130	\$90	\$460	\$230
Nevada	\$105	\$50	\$145	\$90	\$460	\$230
New Hampshire	\$130	\$50	\$190	\$90	\$460	\$230
New Jersey	\$100	\$50	\$155	\$90	\$460	\$230
New Mexico	\$120	\$50	\$160	\$90	\$460	\$230
New York	\$100	\$50	\$130	\$90	\$460	\$230
North Carolina	\$75	\$50	\$155	\$90	\$460	\$230
North Dakota	\$120	\$50	\$245	\$90	\$460	\$230
Ohio	\$75	\$50	\$115	\$90	\$460	\$230
Oklahoma	\$75	\$50	\$130	\$90	\$460	\$230
Oregon	\$75	\$50	\$130	\$90	\$460	\$230
Pennsylvania	\$75	\$50	\$155	\$90	\$460	\$230
Rhode Island	\$130	\$50	\$190	\$90	\$460	\$230
South Carolina	\$75	\$50	\$155	\$90	\$460	\$230
South Dakota	\$130	\$50	\$190	\$90	\$460	\$230
Tennessee	\$90	\$50	\$150	\$90	\$460	\$230
Texas	\$130	\$50	\$130	\$90	\$460	\$230

Utah	\$135	\$50	\$140	\$90	\$460	\$230
Vermont	\$135	\$50	\$130	\$90	\$460	\$230
Virginia	\$75	\$50	\$145	\$90	\$460	\$230
Washington	\$75	\$50	\$130	\$90	\$460	\$230
West Virginia	\$75	\$50	\$130	\$90	\$460	\$230
Wisconsin	\$75	\$50	\$130	\$90	\$460	\$230
Wyoming	\$130	\$50	\$190	\$90	\$460	\$230

Local Variations from General Requirements

ATLANTA Homeownership Center

Illinois/Indiana

Winterize year round, regardless of the month the property is secured. However, heat will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Caribbean

Do not winterize.

Florida

The water supply should be shut off at the curb. Notify utility companies to cancel all services. Do not drain the water heater or water lines. Do not winterize.

Jacksonville Florida ONLY

Winterize from September 1 through April 30 from Jacksonville north to the Georgia line. However, heat will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

DENVER Homeownership Center

Colorado

Winterization is required from September 1 through April 30. Heat is to remain on in condominiums and town-homes.

Kansas, Missouri, Oklahoma

Winterization is required from September 1 through April 30. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Minnesota, Montana, Iowa, North Dakota, Wyoming

Winterization is required from September 1 through April 30. Utilities and heat are to remain on.

Wisconsin

Winterization is required from September 1 through April 30. Turn water off at meter in house ONLY. Heating system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

SANTA ANA Homeownership Center

Turn water off at the street after winterization in all Santa Ana M&M contract areas, except Alaska.

Alaska

All properties should be winterized year round. Heat should be left on with the thermostat set at 55 degrees Fahrenheit. Properties should be conveyed with water, gas, and utilities **ON**. Propane and fuel oil delivery services should remain on automatic fill. Utilities should remain in the servicing Mortgagee's name until conveyance. The servicing Mortgagee is instructed and authorized to switch utilities into HUD's name effective on the date of conveyance.

Water service may be turned off at the street (key box) only if the property has a forced air or electric heating system and the domestic water system has been properly winterized.

Arizona/California

Winterize properties above 2,000 feet only. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Hawaii/Pacific Islands

Do not winterize.

Nevada

No winterization except for Pahrump zip code 89041 and Mt. Charleston zip code 89124. All other winterization is completed on a case-by-case basis. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Reno, Nevada

Winterize from September 15 through April 15. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Oregon

Winterize from November 1 through March 31 only. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.

Washington

Winterize from September 15 through April 15. However, heat system will remain in shut down mode. Utilities are to remain off unless required to operate a sump pump.