

Authorization for Utility Activation

Case Number _____ Date: _____

Property Address _____

Purchaser(s) Name _____

Buyer's Agent _____

Agent Phone _____ Agent Fax _____

Agent E-mail Address _____

The purchaser is requesting authorization to have the utilities activated under the following terms and conditions:

1. The purchaser shall present this signed authorization to the utility provider when ordering activation. Purchaser agrees to NOT attempt activation without prior written authorization. The form must be signed by both the Purchaser and Agent and returned to the FSM for authorization.
2. **The Purchaser is responsible for contacting the utility companies to have utilities turned on after authorization. All expenses associated with the activation of the utilities and testing of the systems shall be at the expense of the purchaser. (Note: Properties with already activated electric or water services should remain active and not transferred to the Buyer's name). This does not grant permission for the Realtor or Buyer to put utility accounts in either Cityside or HUD's name.** Contacting the utility company prior to obtaining the required authorization will result in forfeiture of earnest money.
3. The Purchaser and Agent must be present at the time of the activation and must confirm that all water valves are closed prior to activation. **The Purchaser is also responsible for De-Winterizing the property.**
4. **Approval to activate utilities does not remove any liability of damages done to the property by the Purchaser.** The Purchaser agrees to hold Cityside Management and HUD harmless for any damage resulting from negligence from testing the systems and further agrees that they are liable for any such damage. Systems that are obviously and seriously compromised should NOT be activated in the interest of safety and preservation of the property.
5. **The Purchaser has a 10-day window from the date the contract is signed to activate the utilities -- within that 10-day window, the utilities should only be activated for a period of 72 hours.** The purchaser further agrees to notify Cityside immediately upon completion of deactivation and testing. Please notify Cityside prior to any appraisals. Purchaser accepts responsibility for any freeze damage that may occur due to their failure to notify Cityside that testing has been completed. **If notification is not received, Cityside will proceed to re-winterize 10 days after the approval date of this authorization.** Heat sources should be left on and returned to a 55-degree setting after testing until we have winterized. **It is the agent's responsibility to communicate with Cityside, preferably via email.**
6. **Cityside Management's policy requires winterization, which has a cost of \$125.00.** **No fee is required April 1st- September 30th.** The Purchaser must present a non-refundable fee in the amount of \$125 to cover re-winterization costs incurred by Cityside. Funds must be in the form of a certified check, money order, or credit card (see attached form). Additional inspections at a later date requiring utility activation will require additional fees. **See next page for pay-by-credit-card information. Or mail a check or money order to Cityside Management at: 186 Granite Street, Suite 301, Manchester, NH, 03101. Attn: Utility Activation Dept.**

Please allow up to 2 business days from receipt of this form for processing.

Purchaser Signature: _____ Date: _____

Buyer's Agent Signature: _____ Date: _____

The following utilities can be activated (Completed by Cityside Staff):
GAS Yes/No **Electric** Yes/No **Water** Yes/No

Cityside Management under the delegation of authority granted by the U.S. Department of Housing and Urban Development.

By: _____ Approval Date: _____



Phone: 877-289-7433 x2572 Fax: (603) 722-2672
utilityactivation@citysidecorp.com

Utility Activation Procedures

Please refer to our website at www.citysidecorp.com for the utility activation form.

Following are the procedures and reminders for activating the utilities for the purpose of inspecting a HUD home under the management of Cityside Management Corp. Please note that each Field Service Manager (FSM) may have different procedures and different forms so please make sure you are sending the request to the correct FSM to avoid delays. Applicable fees should be paid in the form of cashier's check, money order or credit card. If the utilities must be activated more than one time, the same procedures must be followed including the payment of applicable fees. Make sure you read and understand the form prior to signing.

Payment:

To pay by credit card, please complete the form on page 3. Visa, Master Card, and Discover Card are accepted (no American Express Cards). Please note there is a \$5.95 processing fee when paying by credit card.

This activation process is fairly simple as long as the procedures are followed. Please note that any damage incurred during utility activation is the responsibility of the buyer. **YOU MAY NOT DO ANY WORK/REPAIRS TO THE PROPERTY PRIOR TO CLOSING** regardless of lender requirements. The buyer is responsible for having the utilities activated. The buyer's agent must be present at all times when the buyer is at the property. The de-winterization process is simple and anyone with the necessary training to inspect a property should be able to handle this task.

1. If the PCR indicates there are problems with the utilities, **Do Not Activate**.
2. If there is an existing sump pump, the power may be active. Do not deactivate the power to a sump pump or transfer out of Cityside Management's name.
3. The purchaser is responsible for contacting the utility companies, and any costs incurred are the purchaser's expense. This does not grant permission for the Realtor or Buyer to put utility accounts in either Cityside or HUD's name. Doing so will have ramifications that may include the buyer losing their contract and earnest money, and/or the Realtor being responsible for the entire amount of the bill.
4. If the property is a condo or townhouse, the heat may be on, and if so, should be set to a temperature of 55 degrees. Do not deactivate the power at these units and make sure the heat remains on.
5. When water is activated and the property is properly de-winterized, you should not hear water running and you should not see movement in the meter. If this happens, cut the water off immediately.
6. Prior to activating the gas or power to a water heater, make sure there is sufficient water in the unit to prevent a burnout.
7. **Utility turn-ons are the responsibility of the buyer.** Utilities may be activated for a period not to exceed 72 hours. Please notify Cityside Management prior to any appraisals. If you complete the inspection sooner, please notify us to re-winterize the property.



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Please note: We only accept credit or debit cards with a Visa, Mastercard, or Discover Card log.
We do NOT accept American Express.

HUD Case Number: _____

Credit Card Type: (please check) Visa MC Discover

Credit or Debit: _____

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

Cardholder's Billing Address:
(Street, City, State, ZIP)

Cardholder's Phone Number: _____

Cardholder's Email: _____

Cardholder's Signature _____

"I, the above signed cardholder, hereby agree that Cityside Management may charge the above credit/debit card for the \$125.00 property re-winterization fee plus processing fees, as explained on Cityside's Utility Activation Form."