



WINTERIZATION CERTIFICATION

TO:	DATE:
COMPANY:	FROM:
FAX NUMBER/EMAIL ADDRESS:	AMG CASE NO.:

PLEASE COMPLETE AND FAX/EMAIL BACK

SELLER/OWNER:	
LOAN NUMBER:	
PROPERTY ADDRESS:	
CITY, STATE, ZIP:	

PLEASE COMPLETE this WINTERIZATION CERTIFICATION on the above referenced property.

Please note the following criteria:

- Property is vacant
- Freezing temperatures (32° F) are expected to occur within the next 30 days
- Property is assigned during the winter months. Please complete IMMEDIATELY.

NPR Capital recommends that the Listing Agent follows the attached "Winterization Procedures" to guarantee an acceptable and comprehensive winterization. See page 2 (Form 5).

- **COST OF WINTERIZATION IS NOT TO EXCEED \$150.00**
Authorization by respective NPR Capital representative required for any winterization invoice that exceeds \$150.00.
- **LISTING BROKER WILL BE HELD LIABLE FOR ALL WINTERIZATION DECISIONS**

Please Select One:

- The above referenced property has been winterized as specified on the attached Winterization Procedures Checklist provided by NPR Capital Asset Management, LLC. Completed checklist must be returned with Winterization Certification.
- Listing Agent confirms that the property has a heating system that is in acceptable working condition and the thermostat has been set at ____° Fahrenheit and ALL of the following items are true:
 - Gas/Electric/Propane/Water service(s) are set up to provide necessary fuel for heating system.
 - The plumbing has been winterized in accordance with the Winterization Procedures Checklist for a "Wet" or "Dry" System.
 - List Agent has arranged bi-weekly property inspections to make sure that the heating system remains in working condition.
- Listing Broker affirms that the property does not need winterization due to one of the following reasons (clearly indicate selection):
 - I have confirmed that the property was winterized by a prior company within the last year. Please fill in name of prior winterizing company below and date completed, if available.

Company Name: _____	Date: _____
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 - Property is geographically located where temperatures do not reach below freezing (32 degrees F) *winterization not applicable*
 - Due to local weather condition/annual season, the temperatures are not expected to reach below freezing for an extended period of time. Listing Broker accepts full responsibility for any/all damages which may occur due to this decision.
 - Property is under contract and/or potential buyers feel that it is not necessary to complete a winterization. Listing Broker accepts full responsibility for any/all damages which may occur due to this decision.

Listing Broker Name: _____
(Please Print)

Signature: _____

Date Signed: _____

NPR Asset Management, LLC ("NPR") is not the owner of the above referenced property and is acting solely as agent of the above named Seller/Owner. All services performed by real estate agents or any other third party vendors (collectively "Service Provider") are being performed strictly for and on behalf of said Seller/Owner. Invoices for services rendered are merely processed by NPR on behalf of the Seller/Owner and responsibility for payment lies with said Seller/Owner. As such, NPR Asset Management is not liable for any payments for services rendered hereunder. By agreeing to perform any service in connection with a property referred to hereunder, Service Provider acknowledges the foregoing.

NPR Asset Management, LLC.

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Winterization Procedures Checklist

1. Heat OFF Domestic Plumbing with ANY TYPE of Heat System – “Wet” or “Dry” *

*includes hot water baseboard, electric, forced air, or other system

- Contact utility company; have water shut off at street. Listing broker’s responsibility
- Shut off water valves(s) entering the property.
- Drain water from toilet tank(s) and bowls(s).
- Drain and blow air using air pressure; make sure ALL domestic water lines are clear.
 - Includes ANY of the following (if present): all hot and cold water lines, hot water heater, water softener tank, brine tank, well water storage tank and/or the well water captive air bank, radiators, hot-water baseboards, and dishwasher.
- Add an appropriate amount of Propylene Glycol (non-toxic) to plumbing system and boiler
- Tape furnace switch and breaker to “Off” position.
- If water is supplied by a well:
 - Turn well off at breaker panel
 - Tape off breaker and disconnect power to the pump.
 - Disconnect the line that supplies the water between the house and pressure tank
 - Install a hose bib on the pressure tank side of the break
 - Drain pressure tank
- Place winterization signs on ALL commodes and other plumbing fixtures.

2. Heat ON Domestic Plumbing with “Wet” System (Hot Water Baseboard)

- IF a separate hot water tank is part of the hot water heating system.
 - Install a pipe to bypass domestic water system.
 - Maintain water in heating system and put anti-freeze in to keep from freezing
- Add an appropriate amount of Propylene Glycol (non-toxic) to entire hot water system & boiler.
- Install backflow prevention valve (as necessary).
- Place winterization signs on ALL commodes and other plumbing fixtures.

3. Heat ON Domestic Plumbing with “Dry” System (Electric or Forced Air System)

- Make sure that all utilities (water, gas/propane/oil/electric/etc.) are operational.
- Drain hot water tank and ALL domestic water lines (blow using air pressure).
 - Disconnect and cap red and black wires if electric
- Add one quart of Propylene Glycol (non-toxic) to each commode and drain.
 - Includes laundry traps and drains, showers/tubs, floor and dishwasher drains.
- Place winterization signs on ALL commodes and other plumbing fixtures.
- Set thermostat at 55° and tape furnace switch to “On” position (if applicable).
- Shut off drain humidifier. Leave on ONLY if attached to the boiler.
- Close all storm windows and fireplace dampers. Insulate dryer vent.