GUARDIAN
Asset Management

Utility Activation Request

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. 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, 23OO E. LINCOLN HIGHWAY, SUITE 700, 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@guardianassetmgt.com when the inspections have been completed.

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

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Purchaser(s)	Date	Broker	Date

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

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Utility Activation Approval

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 ONLY

Comments (if any): ____

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Additional Comments (if any): ____

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APPROVAL: ______________________________ DATE: ____________________