

D. Safeguarding Property

1. Winterization of Property

The Servicer is responsible for the winterization of all AHFC-owned properties. Properties are to be winterized according to the AHFC Winterization Procedure Checklist and Certification ([Form SER-102](#)). The completed AHFC Winterization Procedure Checklist and Certification ([Form SER-102](#)) is to be provided to AHFC.

2. Winterization Check

The Servicer is responsible for completing a winterization check no later than September 15th of each year for those properties the Servicer secured and winterized. The AHFC Winterization Procedure Checklist and Certification ([Form SER-102](#)) is to be followed.

3. Property Safeguarding Guidelines

The Servicer is required to take all appropriate actions necessary to secure the property, including but not limited to:

- a. Re-keying all exterior doors to the same key, including dead bolt locks and any other locks pertinent to the dwelling (storage units, etc., if applicable). Three sets of keys are to be made and two sets of keys are to be provided to AHFC's Servicing Department or other AHFC-authorized agent.
- b. Secure all windows.
- c. Removal of food, garbage or other organic trash that may cause property deterioration.
- d. Removal of nonperishable trash to an approved dumpsite. Trash is to be removed from all areas, including the crawl space, attic and other storage areas.
- e. Removal of personal property to storage.

When personal property must be stored to comply with legal requirements, the Servicer should find a storage facility that will charge a reasonable fee for the required holding period. All personal property must be stored under the borrower's name.

- f. Inspecting the property, including the interior, at least once every 30 calendar days.

4. Utilities

The Servicer is to place property utilities in its name. AHFC requires the heat and electricity to be maintained through conveyance or disposal unless there are hazardous conditions that would be detrimental to the property or others.