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SAMPLE FORMAT

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The requested information may be collected in any desired format.

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REGIONAL PROTECTION AND PRESERVATION REQUIREMENTS

INTRODUCTION. Mortgagees are expected to exercise the same level of diligence and prudence in protecting and preserving vacant FHA insured properties that would be provided if they could look only to the security for recovery. Reasonable action must be taken to protect and preserve properties against potential damage or to stop progressive deterioration until their conveyance to HUD, if such action does not constitute an illegal trespass. If a property where the mortgage is insured on or after January 1, 1977, is damaged because of the mortgagee's failure to take reasonable action to protect and preserve, the mortgagee will be held responsible.

Mortgagees may expend up to (Insert dollar amount) in Region (Insert Region Number) for the protection and preservation of an insured property without prior Field Office approval. Any of the preservation and protection actions specified in this schedule will be considered by HUD to be approved, provided they are within applicable cost limits and are supported by receipts. Any expense which exceeds the specified cost limits will not be approved by HUD without prior written approval of the Field Office. If a mortgagee elects, as a matter of convenience, to obtain services at a cost higher than the allowable limits, it may do so, providing amounts in excess of the limits are not claimed for reimbursement.

If HUD determines that amounts paid for reimbursement are inappropriate, unnecessary, unsupported or excessive, or that services claimed have not been completely or properly performed, HUD will require reimbursement for all such claimed amounts. No claim for reimbursement should be made for protection and preservation services performed after conveyance to the Secretary without prior written approved of the local Field Office.

A mortgagee may utilize an individual or firm to accomplish protection and preservation services on FHA-insured properties. However, the mortgagee shall remain fully responsible to the Secretary for the actions of its agent and the actions of its agent shall be considered the actions of the mortgagee.

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FORMAT FOR PROTECTION AND PRESERVATION COST SCHEDULE

Field Office: \_\_\_\_\_

Type of Service

Allowable Cost

BOARDING

1/2" plywood nail boarding	\$____ per united inch
Bolt boarding	\$____ per united inch

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The type of boarding must be specified. The Region must determine whether boarding will be reimbursed by united inch or per opening. Where appropriate, Field Offices should require boarding of all first floor windows and doors and specify boarding material which will preclude easy access.

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Per opening size	\$____ small window (max. size)
	\$____ medium window (max.
	\$____ large window (max. size)

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When setting limits on window dimensions or opening sizes, give specific measurements. Do not use vague terms such as "small" window or "large" window unless the maximum dimensions of each size are given.

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\$____ front door
\$____ double door
\$____ sliding glass door
\$____ garage door
\$____ security door

Note: Detailed specifications on how to accomplish boarding may be desirable but should be consistent for the Region as a whole.

FORMAT FOR PROTECTION AND PRESERVATION COST SCHEDULE

Field Office: \_\_\_\_\_

Type of Service	Allowable Cost
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LOCK CHANGE

Type of lock required by region:

Master Lock (Region should specify type of lock and acceptable models)	\$ _____
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Padlock and hasp (For garage door or outbuilding(s) only)	\$ _____
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Note: All other doors should be braced.

Frequency: Once, unless the property is subsequently broken  
in to.

Note: Locks on only one entry door should be changed.  
Garage doors and outbuildings may be secured by  
padlock and hasp.

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DEBRIS REMOVAL AND CLEANING

Specify Method I or II from  
Chapter 3, paragraph 3-21 H.3.

Debris Removal	\$__ per cubic yard (includes dump fee)
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\$\_\_\_ per 1/2 ton  
truckload (includes  
dump fee)

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Measurements: Do  
not use measurement  
terms such as "dump  
box" or "per pickup  
load". Measurements  
must be quantified,  
such as  
"per cubic yard" or  
"per ton" and must  
be consistent within  
the Region.  
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Interior Cleaning  
(Broom sweep only)

\$\_\_\_ per story

Exterior Cleaning

\$\_\_\_

Debris Removal Limits: Debris removal limits may be structured  
to include interior and exterior cleaning.

Frequency: Normally these services should have to be provided  
only once.

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LAWN MAINTENANCE

Lawn Mowing, edging and trimming

Average Size lot approximately (\_\_\_x\_\_\_)  
To calculate larger lots, multiply  
the total square footage by the cost  
per square foot.

Initial cut

\$ \_\_\_\_\_

Recut

\$ \_\_\_\_\_

Frequency: Normally grass should be cut no more than twice a month between April and October. Once a month may be sufficient depending on the climate, amount of rainfall, etc. Variances may be appropriate but must be consistent with Regional Schedule.

Trim Shrubs \$ \_\_\_\_\_

SNOW REMOVAL:

To be initiated by the mortgagee as frequently as required by local codes and ordinances. \$ \_\_\_\_\_

Frequency: As required by local code.

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4310.5 REV-2

APPENDIX 15

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FORMAT FOR PROTECTION AND PRESERVATION COST SCHEDULE

Field Office: \_\_\_\_\_

Type of Service	Allowable Cost
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INSPECTIONS

- |             |          |
|-------------|----------|
| A. Initial  | \$ _____ |
| B. Occupied | \$ _____ |
| C. Vacant   | \$ _____ |

Frequency: Every 30 days if the property is vacant or occupancy cannot be determined by any other means. Where Field Offices require more frequent inspections on a case-by-case basis, they must make the requirement in writing or the mortgagee will not be reimbursed for more than one inspection every 30 days.

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## WINTERIZATION

Dry Heat Systems	\$ _____
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Wet Heat Systems	\$ _____
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Radiant Heat Systems	\$ _____
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Sump Pumps	\$ _____
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7 of 10

5/94

4310.5 REV-2

APPENDIX 15

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## PHOTOGRAPHS

Photographs	\$ _____ each
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Note: The cost of photographs will be allowed only to support expenses beyond allowable cost limits. Additional photographs beyond the allowable photo expenditure limit in the Regional Schedule are the responsibility of the mortgagee unless specifically approved, in writing, by the Field Office.

If photographs cannot be produced at the time of review of the claim file, the amount claimed for reimbursement will be disallowed.

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5/94

8 of 10

4310.5 REV-2

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## SIGNS

Not larger than 8-1/2" x 11". Must include legible contact phone number.	\$_____ each
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Attach sign to the inside, front  
window or the front door.

Note: Mortgagees are required to post a sign, not larger than  
8-1/2" x 11", with a contact telephone number, for emergency or  
other purposes.

9 of 10

5/94

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 4310.5 REV-2

APPENDIX 15

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## OTHER

\$\_\_\_\_\_

Note: It may be necessary to identify other allowable costs  
in addition to those listed in this schedule. The  
Region should carefully review other items suggested by  
the Field Offices and ensure that they do not suggest  
additional preservation and protection requirements.

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 5/94

10 of 10