



### Utility Activation Request

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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, 2300 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)

\_\_\_\_\_  
*/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@guardianassetmgmt.com](mailto:utilityactivations@guardianassetmgmt.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
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**Step 3 – The Utility Activation approval confirmation will be e-mailed back to your Agent by Guardian Asset Management.**



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 <u>ONLY</u>

Comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_