

Conveyance Condition

Due to the increase of inaccurate reporting and confusion in the field, we have tried to outline below what it TRULY means to call a property in “Conveyance Condition”. Please review the attached information and contact the office should you have any questions.

The use of the term “Conveyance Condition” in reference to the Property Preservation industry is used when performing the services necessary to meet the HUD requirements for the condition of a property that is being transferred, or “conveyed”, to HUD (FHA Loans).

In order for you as a contractor to report a property in conveyance condition, ALL of the following conditions must be met:

- The property is secure and has been secured following the guideline requirements including lock codes
- Outbuildings are secure and have been secured following the guideline requirements including lock codes
- Boarding, if required, has been completed and was completed following the guideline requirements
- Pools, hot tubs, and/or spas are secure per the guideline requirements
- The property has been winterized per the guidelines (If required – above 2,000 ft)
- All materials considered unhealthy or hazardous have been removed from the property
- All exterior debris has been removed from the property per the guideline requirements
- The property must have had a grass cut within the last two weeks (if needed and in season)
- The property is not occupied
- There are no outstanding property condition code violations or citations.
- * The property is free from any damage, other than that due to mortgagor neglect/unfinished renovations, except for fire, water, freeze, flood, earthquake, tornado, hurricane, boiler explosion, vandalism, and roof damages.

* (Note: Although the damages listed above are not a conveyance condition issue, these damages MUST be reported. Failure to do so can result in you performing the repairs at your cost.)

If ANY of the above listed items are not completed/present, the property is NOT in conveyance condition.

Please refer to the attached “Conveyance Condition Checklist” for guidance in the field when answering the question, “is this property in Conveyance Condition”? This checklist must be completed and submitted with ALL FHA jobs.



Conveyance Condition Checklist

Contractor _____ Work Order# _____ Completed On: _____

Property Information

Property Address: _____ Unit# _____ City _____ State: _____ Zip _____

Property Type:

SFR Town Home Multi Unit Condo No. of Units _____
 Mobile Home* Manf. Home*

*VIN # /Serial # Provided Yes No NA Number of Units _____

Exterior Condition Check

<u>Securing:</u>	Yes	No	N/A	<u>Damages:</u>	Yes	No	N/A
All Entries Secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Damages Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Report Completed Type _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Damaged/Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool/Spa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Needs Major Repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Tarped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Shed Damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Maintenance:</u>				<u>Safety issues:</u>			
Grass-Cut Needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool/Spa Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bare wires/open pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snow Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loose tiles, siding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Debris:</u>				Missing handrail, steps, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Debris removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Interior Condition Check

<u>Damages:</u>	Yes	No	N/A	<u>Utilities:</u>	Yes	No	N/A
Interior Damages Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities Restored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damage Report Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damage/Leaky Pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mold/Mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Debris:</u>				Sump Pump Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Debris Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How many pumps? _____			
Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Safety issues:</u>			
Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing handrail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Winterization:</u>				Bare wires/open gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winterization Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loose drywall, tiles, carpet...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermostat Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree Set to _____				<u>Maintenance:</u>			
				Interior Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Property is in Conveyance Condition Yes No

If No, Reason: _____

Over-Allowable Bid/Photos Submitted Yes No Submission Date _____

Completed by: _____ Verified By: _____ Date: _____ Last update 04/17/08