



Bankers Asset Management
400 Hardin Rd. ste 700
Little Rock, AR 72211

Winterization Procedures

IMPORTANT NOTICE:

It is the responsibility of the broker or sales agent representing Bankers Asset Management to ensure that their respective property assignment(s) are protected against freeze damage. Freeze damage resulting from the failure to complete winterization, rewinterization, or maintain an active heat could result in liability to the broker, sales agent, or contractor responsible for winterization of the property.

This form must be completed for all assets and returned via e-mail to:

winterization@bankersassetmanagement.com

LOAN #: _____
PROPERTY ADDRESS: _____
DATE: _____
Agent: _____
RE: **Winterization Procedures**

Each asset should be winterized in accordance with the following guidelines.

You may be required to adapt those procedures applicable to your geographic area. The cost for procedures may vary by area as well - please advise BAM by email if the cost exceeds \$250.00 per asset. (We do not expect to pay any cost or fee for winterization that is atypical for the area without prior approval).

Please note that both you and your vendor must execute this form attesting that the winterization procedures have been completed (and proper documentation is attached) as indicated before reimbursements can occur. Bankers must receive a completed, executed form for each property you are handling for us.

Please ensure that the attached notice is visible and prominently displayed in the property indicating the property has been winterized.

Should there be a contract pending on the property, making it necessary at a later date to de-winterize, it will be your responsibility to winterize again if the closing is not immediate. Should the property still be in your inventory in the spring, de-winterize accordingly.

If a property you are handling is in such condition (guttled, burned, etc...) that there can be no service and cannot be winterized please send a signed statement stating the circumstances for our file.

Please complete the attached Winterization Procedures form as set forth in the procedures, sign and date when winterization is complete and fax a copy as soon as possible.