P&P Forms and Notices

Refer to the Client Guidelines Tool for details on when these signs are to be placed at each property or when these forms need to be uploaded into Vendor 360.

All signs should be placed inside a front window and be visible from the outside, unless otherwise specified in work order instructions. If front window is not available at a property, the documents should be laminated or placed in a weatherproof sleeve and posted on the front door. Take and upload photos to document that all signage was placed appropriately and in a timely manner.

** Some Notices have are editable fields that need to be updated prior to going out to the field.

Familiarize your organization with local codes and ordinances as it pertains to expected and acceptable postings. If a variance to a Client or Investor expectation is required post the local form or notice, document via photos, and indicate in the work order notes as applicable.

Keep in mind, all Notices and Forms can be found on the MCS On-Demand site. Click on the Form ID# to be taken directly to the Notice/Form.

Securing Notices and Forms

Client Number:	Notices and Form Name	Form ID#	Page #
All Clients except for 144 & 148	MCS Securing Sign	P-101	3
Clients 144 & 148	Securing Sign (Client Specific)	P-142	4
All Clients	Maine H.P. 1407 Securing Sign	P-170	5
Client 671, 681, & 691	NY Only Securing Sign	P-172	6

Eviction Notices and Forms

Client Number:	Notice and Form Name	Form ID#	Page #
Clients 144, 148, 523, 524, 543, 552, 555, 557, 618, 658, 674, 1105, 2017, 2018	Pre-Eviction Form	P-114	7-8
All Clients	Eviction Form	P-115	9-10

Winterization Notices and Forms

Client Number:	Notice and Form Name	Form ID#	Page #
All Clients	MCS Winterization Sign	P-102	11
All Clients	MCS Winterization Sign (Fixtures)	P-102a	12

Client Specific Checklists

Client Number:	Notice and Form Name	Form ID#	Page #
Clients 765 & 2091	Deed-in-Lieu Checklist	P-116	13
Clients 2091	Preliminary Deed-In-Lieu Checklist	P-143	14
All Clients	Winterization Checklist	P-165	15
All Clients	Appliance Photo Checklist	B-139	16-17

Additional Notices and Forms

Client Number:	Notice and Form Name	Form ID#	Page #
All Clients	Violation Acknowledgement Sticker	B-101	18
Clients 765 & 2091	FNMA Vacancy Certificate	P-113	19
Clients 144 & 148	VPR Sample	P-117	20
Clients 523, 524, 543, 548, 552, 618, 1105	VPR Sample	P-137	21
Clients 144, 148, 523, 524, 534, 543, 548, 552, 555, 618, 658, 674, 1105, 2017, 2018	MCS Personal Property Notice (Client Specific)	P-120	22
Clients 2091	Inventory List	P-121	23
Client 553	Utilities Letter	P-147	24
Client 144 & 148 Properties Except for CA	Know Your Rights Letter	P-148	25-26
Client 144 & 148 Properties for CA	Know Your Rights Letter	P-150	27-30
Client 144 & 148	VPR Property Inspection Graffiti and Signage Certification	P-152	31
All Clients	HUD Property Inspection Report (HPIR)	P-162	32-36
All Clients	Washington HB2057 (For Washington Properties only)	P-164	37
Client 671, 681, & 691	** Client 671, 681, 691 Occupant Letter	P-169	38
Client 682	** Client 682 Occupant Letter (REO Properties Only)	I-141	39
All Clients	Abandoned Vehicle Removal	P-171	40

** Personal Property Notices

Client Number:	Notice and Form Name	Form ID#	Page #
Client 671, 681, & 691	Personal Property Evaluation	P-161	41-42

This document does not create or reflect a contract of any kind, including an employment contract or employment relationship with MCS. The contractor and any individuals or entities engaged by contractor using this document remain solely responsible for determining the manner and means of completing the services necessitating its use. Contractor acknowledges and agrees that it is an independent contractor of MCS that it is not an employee of MCS, and individuals and entities engaged by contractor to provide service are not MCS employees.

NO TRESPASSING

All Clients except 144 & 148 Revised 08/12/2020 Form P-101

Post notice on all securing work orders. Place in front window (if front window is not available post on front door).

**For Client 511, post on all properties determined vacant. Post on all Initial REO Services and Eviction work orders. For Continuing REO Services check for the notice and post as needed.

Notice in Case of Emergency

This property has been secured and is being maintained by Mortgage Contracting Services (MCS) contractors on behalf of the mortgage servicer, JPMorgan Chase Bank, N.A. Please contact the following if maintenance is needed at this property. Provide the correct property address and zip code when contacting either the MCS or JPMorgan Chase.

Thank you.

Maintenance Company: Mortgage Contracting Services

Phone Number: 866-563-1100

JPMorgan Chase Bank, N.A.

Phone: (888) 310-1506

Email: property.preservation@jpmchase.com

Fax: (614)300-1983

Mailing address:

JPMorgan Chase Bank, N.A.

Property Preservation

P.O. Box 247973

Columbus, OH 43224-7973

The securing notification is to be used when the property is secured. This is the contact notice in the event anything needs to be addressed at the property. Place in the front window.

MCS
MAKING COMMUNITIES SHINE

Maine H.P. 1407

Pursuant to 14 MRSA 6327, until foreclosure and sale is complete the property owner or occupant authorized by the owner has the right to possession. The property owner or occupant authorized by the owner has the right to request that any locks installed by the mortgage servicer or its designee be removed within 24 hours and replaced with new locks accessible by the property owner or occupant authorized by the owner only.

The toll free twenty-four hour number is provided below so that the property owner or occupant authorized by the owner may call in order to gain timely entry, which entry will be provided no later than the next business day.

Mortgage Contracting Services toll free twenty-four hour number:
1-877-865-1512

Property Owner(s) may have the right to participate in foreclosure mediation. Maine Department of Professional and Financial Regulation, Bureau of Consumer Credit Protection Foreclosure Prevention Hotline:
1-888-664-2569

Post to the front door of the property after securing. For Maine Properties only.

NO TRESPASSING

Address, City, Zip Code: _____
Servicer: US Bank National Association
Contact for Property Maintenance: Mortgage Contracting Services, LLC.
Authorized by US Bank National Association to field inquiries as to property maintenance concerns.

Clients 671, 681, & 691 Revised 04/27/2022 Form P-172

Post notice on all securing work orders for NY Properties Only. Place in front window (if front window is not available post on front door).

MCS
MAKING COMMUNITIES SHINE

Pre-Eviction Inspection

Work Order #	Customer # and Loan #	
Date of Pre-Eviction Inspection	Date/Time of Eviction	
Address		
City	State	Zip

What is the Occupancy Status?	Occupied	Vacant

How was occupancy determined?	Direct Contact ❑ With Borrower ❑ With Neighbor ❑ With Mail Carrier ❑ With HOA/Property Manager/Guard ❑ Other: _____ Meter Visual Observation tNƵLJŜNúè ƛă [ƛăűŜŘ áC2N {l·fŜɛ Other: _____ Comments: _____ _____ _____

If occupancy determination selected above ǿl·ă áØƛădzl·fɛΣ l· minimum of 2 conditions must be selected	<u>Occupied</u> Personals Present Chimney Smoke Holiday Decorations Pets Present Utilities On Water ❑On ❑ Off Reading: _____ Gas ❑On ❑ Off Reading: _____ Electric ❑ On ❑ Off Reading: _____	<u>Vacant</u> Un-Manicured Lawn Unsecured Doors/Windows Excessive Exterior Debris Dilapidated Property Signs of Vandalism Utilities Off Water ❑ Off Gas On ❑ Off Electric ❑ Off

	Activity in/on Property Vehicles Present Lawn Maintained Sprinkler System On Full Garbage/Recycle Bins at Curb of Property Mail Maintained	Boarded Windows Vagrants Present Fire Damage Violation Postings Old Newspaper Piles Low Mail Quantity
Is house locked or secured?	Yes	No
Identity and status of the occupant (if ascertainable)	Name: _____ Phone: _____	Status of Occupant Mortgagor Tenant Other: _____
Is the grass mowed/maintained?	Yes	No
If no, how tall is the grass?	Under 1 foot	Over 1 foot
Are the shrubs trimmed?	Yes	No
Does the house appear to contain personal property and/or debris?	Yes	No
Is there a For Sale sign on this property?	Yes	No

If yes, please provide the following information:	Realtor Company Name	Realtor Name	Phone Number

LŦ ćèŜăɛ ƛă I·yãøŜŃŜŘ ű2 I·yê 2Ŧ ŭKŜ IjʤŜăűƛ2yã ōŜf2ø Σ I· ŘI·Y I·ƎŜ ŃŜLJ2Ńŭ Yʤăű ōŜ ʤLJf2I·ŘŜŘ øƛűKƛƴнп Ƙ2ʤZŃă along with 7 photos of each damage.

Is there any damage apparent from the exterior?	Yes	No
Is any exterior glass broken?	Yes	No
Are any doors or windows boarded?	Yes	No

If the inspection indicates that a property is occupied, the Vendor should attempt to verify the identify of the occupant(s).

If it is not clear whether a property is occupied, the Vendor should review such occupancy indicators such as (I) checking utility meters to determine if they are on (II) contacting the listing broker if there is a for sale or rent sign on the property (III) observing general maintenance and (IV) speaking to neighbors. A drive-by inspection alone is not acceptable evidence of occupancy or vacancy. Photo Documentation to support the occupancy determination, condition of the property, and damages must be provided along with a signed and dated pre-eviction inspection report.

Contractor's Signature _____

Date _____

EVICTION FORM

Work Order#	Eviction Date:	Eviction Time:
Name		
Address		
City	State	Zip
Deputy/Marshal Name	Badge #	Phone #
Arrive Time AM / PM	Departure AM/ PM	
Contractor Signature	Date	

Unless documented, do not exceed HUD guidelines of 3-4 men for a town house or condo; no more than 6 men for a single family detached dwelling.

Number of Men Present at Eviction	Number of Additional Men to Assist	Date
Reason for additional Men (Signature required if requested by Deputy / Marshal)	Ç **Deputy/ Marshal requires _____ # of men**	Ç **Additional men required due to quantity of personals and/or debris present**

Number of Men Present at Post Eviction	Number of Additional Men to Assist	Date

Debris Removal Detail	# of Men	Start Time/ Stop Time	Date Completed
Eviction Debris Removal			
Post Eviction Debris Removal			
Other Debris Removed if required by Sheriff			

***If additional services exceed or differ from HUD guidelines due to** the request of the Deputy / Marshal, documentation and signatures are required in the sections below.*

Service	Quantity	Location
Lock Change		
Openings Boarded		

LAW ENFORCEMENT ORDERED ADDITIONAL SERVICES TO BE PERFORMED IN SECURING THE PROPERTY

Ç The law enforcement official conducting the eviction has ordered personal property and/or debris be left on the premises in an area adjacent to a public right-of-way for a period of _____ hours. Upon the expiration of said period, the property must be removed and disposed of in a lawful manner. A second trip to the premises is required.

_____ _____

Deputy/Marshal Signature Date

LAW ENFORCEMENT ORDERED DELAY IN REMOVAL OF DEBRIS AND/OR PERSONAL PROPERTY

- The law enforcement official conducting the eviction has ordered personal property and/or debris be left on the premises in an area adjacent to a public right-of-way for a period of _____ hours. Upon the expiration of said period, the property must be removed and disposed of in a lawful manner. A second trip to the premises is required.

_____ _____

Deputy/Marshal Signature Date

LAW ENFORCEMENT ORDERED IMMEDIATE REMOVAL OF DEBRIS

- The law enforcement official conducting the eviction has required all interior____exterior____ debris and/or interior____ exterior____ hazards to be removed from the premises and ordered they be immediately removed and disposed of in a lawful manner. ***(Check the applicable type(s))***

_____ _____

Deputy/Marshal Signature Date

EVICTION CONFIRMATION

This property is now vacant and the work performed has been completed in conjunction with eviction proceedings.

_____ _____

Deputy/Marshal Signature Date

☐ If the deputy/marshal declines to sign this form, please mark this box and sign below.

VENDOR EVICTION CONFIRMATION

The deputy/marshal declined to sign this form. As the vendor overseeing this work order, I affirm that the information is truthful and accurate.

_____ _____

Name Date

Additional Comments:

WARNING

DO NOT USE PLUMBING SYSTEM

THE WATER HAS BEEN SHUT OFF TO PREVENT FREEZE DAMAGE

- **DO NOT TURN ON WATER TO THE PROPERTY**
- **DO NOT CONNECT POWER TO THE HOT WATER HEATER**
- **DO NOT USE SINKS, TOILETS, OR ANY OTHER FIXTURES**

PROPERTY WAS WINTERIZED ON _____/_____/_____

BY:_____

PLEASE CONTACT MORTGAGE CONTRACTING SERVICES, LLC IF YOU NEED TO REPORT A PROBLEM. PLEASE MAKE SURE YOU HAVE THE CORRECT ADDRESS AND ZIP CODE FOR THIS PROPERTY WHEN CONTACTING US AT 813-387-1100, 866-563-1100, OR FOR HEARING IMPAIRED DIAL 7-1-1.

All Clients Revised 04/23/20178 Form P-102

Post in front window (or front door, if window is not available)

WARNING

This property has been winterized. **DO NOT** turn on water; connect electricity to the water heater or use sinks and/ or toilets. Hot water tank(s) need to be refilled before energizing.

Date: _____

Freeze Damage Found: ( ) Yes ( ) No

Please contact Mortgage Contracting Services, LLC if you need to report a problem. Please make sure that you have the correct address and zip code for this property when contact us at (813) 387-1100, 866-563-1100, or for hearing impaired dial 7-1-1.

Contractor does NOT have sale/ rental information.

Service performed: _____

Meter Disconnect:	( ) Yes ( ) No
Lines Blown:	( ) Yes ( ) No
Kitchen Trap Replaced:	( ) Yes ( ) No
Tank Drained:	( ) Yes ( ) No

Vendor #: _____

Work Order #: _____

Form P-102a

WARNING

This property has been winterized. **DO NOT** turn on water; connect electricity to the water heater or use sinks and/ or toilets. Hot water tank(s) need to be refilled before energizing.

Date: _____

Freeze Damage Found: ( ) Yes ( ) No

Please contact Mortgage Contracting Services, LLC if you need to report a problem. Please make sure that you have the correct address and zip code for this property when contact us at (813) 387-1100, 866-563-1100, or for hearing impaired dial 7-1-1.

Contractor does NOT have sale/ rental information.

Service performed: _____

Meter Disconnect:	( ) Yes ( ) No
Lines Blown:	( ) Yes ( ) No
Kitchen Trap Replaced:	( ) Yes ( ) No
Tank Drained:	( ) Yes ( ) No

Vendor #: _____

Work Order #: _____

Form P-102a

WARNING

This property has been winterized. **DO NOT** turn on water; connect electricity to the water heater or use sinks and/ or toilets. Hot water tank(s) need to be refilled before energizing.

Date: _____

Freeze Damage Found: ( ) Yes ( ) No

Please contact Mortgage Contracting Services, LLC if you need to report a problem. Please make sure that you have the correct address and zip code for this property when contact us at (813) 387-1100, 866-563-1100, or for hearing impaired dial 7-1-1.

Contractor does NOT have sale/ rental information.

Service performed: _____

Meter Disconnect:	( ) Yes ( ) No
Lines Blown:	( ) Yes ( ) No
Kitchen Trap Replaced:	( ) Yes ( ) No
Tank Drained:	( ) Yes ( ) No

Vendor #: _____

Work Order #: _____

Form P-102a

WARNING

This property has been winterized. **DO NOT** turn on water; connect electricity to the water heater or use sinks and/ or toilets. Hot water tank(s) need to be refilled before energizing.

Date: _____

Freeze Damage Found: ( ) Yes ( ) No

Please contact Mortgage Contracting Services, LLC if you need to report a problem. Please make sure that you have the correct address and zip code for this property when contact us at (813) 387-1100, 866-563-1100, or for hearing impaired dial 7-1-1.

Contractor does NOT have sale/ rental information.

Service performed: _____

Meter Disconnect:	( ) Yes ( ) No
Lines Blown:	( ) Yes ( ) No
Kitchen Trap Replaced:	( ) Yes ( ) No
Tank Drained:	( ) Yes ( ) No

Vendor #: _____

Work Order #: _____

Form P-102a

MAKING COMMUNITIES SHINE

Deed-In-Lieu Checklist

1. Is the property in broom swept condition? (i.e. property vacuumed, counters wiped, bathrooms cleaned, no debris or personals present, etc.)
   Yes ☐ No ☐

   If no, why not? _____

2. Is there any debris remaining (interior or exterior)?
   Yes ☐ No ☐

   If yes, describe: _____

3. Are there any personals present? (interior or exterior)?
   Yes ☐ No ☐

   If yes, describe: _____

4. Are there any damages at the property? (i.e. roof, mold, plumbing, flood, fire, health and safety hazards, etc.)?
   Yes ☐ No ☐

   If yes, describe: _____

5. Have the grass, trees and shrubs recently been cut/trimmed and they are not touching the house?
   Yes ☐ No ☐

   If no, describe work to be performed: _____

6. Are all built in appliances and fixtures on site (i.e. refrigerator, stove, dishwasher, hot water heater, A/C, furnace, etc.)?
   Yes ☐ No ☐

   If no, describe what is missing: _____

7. Which lock was changed at the property? List all changed.

   _____

8. Are all the windows, doors and points of entry secured?

   If no, describe work to be performed: _____

9. Please advise if this is a PASS or FAIL Inspection.

   Pass ☐ Broom swept and free of debris/personals yard maintained, appliances present and no damages.

   Fail ☐ Debris or personals, damages, missing appliances, yard overgrown or property unsecured.

For all Deed-in-Lieu work orders, complete the checklist and upload as a PDF to the Legal Docs of V360.

Preliminary Deed-In-Lieu Checklist

1. Are there any damages at the property?
   Yes ☐ No ☐

   If yes, describe: _____

2. Are there any violations posted at the property?
   Yes ☐ No ☐

   If yes, describe: _____

3. Are there any hazards or environmental issues at the property?
   Yes ☐ No ☐

   If yes, describe: _____

4. Were photos taken of all rooms, attics, crawlspaces, and the exterior?
   Yes ☐ No ☐

Complete on all Preliminary Deed-in-Lieu Inspections. Upload as a PDF to the Legal Documents section of Vendor 360.