

# A+ INSPECTION SPECIALISTS LLC

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## Inspection Checklist for Vacant/ Winterized/ Foreclosure/REO property

***Important!*** *The best source for putting a property back in service is the company that winterized it. The property owner usually will have the contact information of the company that did the work. This is a check list not a “do it yourself” list. If you attempt to “do it yourself” and there is a problem you may be held liable for the repair even if you did not cause the damage! You should not attempt to work on any property that you do not own.*

Some or all of the following may apply:

Electrical supply

Meter is not present. Contact the power company to install a meter and turn on power

Meter is present but no power. Some newer meters have a lock. Contact the power company to re-connect power as needed.

Heat Source

Seasonal property. there is no permanent source. Any areas that have plumbing to be inspected should have a temporary heat source (electric heater). If a well test is needed the pressure system may be located in a well house outside the building. If the pressure system for the well is in a basement a portable heat source can be installed near the pressure tank. Add a portable heater.

Electric heat: Turn on a thermostat to insure heat is present primarily where plumbing components are located including crawlspaces.

Gas heat city gas: Check the gas meter to see if gas is on. There is a valve on the gas pipe between the ground and the meter. If the valve is in line with the pipe the valve is on. If it is turned 90 degrees to the pipe it is off. There may be a lock installed in the valve by the gas company that prevents turning on the gas. Contact the Gas Company to turn on the gas if the valve is off.

Gas/oil heat: If a propane tank is present check the gauge under the cover of the tank. The gauge on a propane tank should read at least 10% or it may need some gas. If a propane tank is not present you may see a small diameter a copper pipe coming out of the ground in the yard or near the building for no apparent reason. A propane tank would need to be added large enough to provide heat for the home from the day of inspection until you have purchase the home or re-winterized. Contact the propane supply company for installing the tank and gas supply. Oil tanks may empty. There is a gauge on top of the oil tank that reads in gallons if empty contact the oil company to add a small amount of fuel oil.

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## Water supply

City water supply: water meter present and installed in water pipe

If no water the city water has been shut off at the street they will have to turn on the water. They will usually want to have times set so they can turn the water on and off the same day of the inspection, usually they are prompt.

The meter may be removed. The water department will install a meter when they turn the water back on.

Driven point well: The pressure tank and water pump may have been removed. The well will need to be primed, pump and pressure tank installed. A heat source (space heater) would be needed if the well is in well house outside the building. Ask the owner to have the well put back in service and put an portable heater in the area if it is in a pump house or in a small unheated room in a seasonal property.

Drilled well: The pressure tank may be disconnected from the well supply pipe. The pressure tank needs to be in service to run the well test. Ask the owner to put the well pressure system back in service.

Winterized plumbing: Drain valves may be open at numerous locations: water heater drain, drain valves in a crawlspace or basement, connectors under sinks may be removed. Water treatment and filtering devices may be removed from the property and there may not be a bypass valve. Ask the owner to put the all of the plumbing back in service. Fill all pipes to the fixtures (faucets, toilets) with water, fill water heater with water. Turn the water heater on if electric, light pilot or plug in and turn on gas water heaters.

Well test without plumbing inspection: If water supply plumbing is not in service a shut off valve (if present) located near the pressure tank can be turned off to prevent sending water beyond the pressure system. If this valve is present and there is a drain valve spigot between the pressure tank and the shut off valve the well test can be completed. The pressure tank and pipe up to the valve will need to be drained and re-winterized.

**Note:** Foreclosures: You may have to pay delinquent bills or prepay before the gas, electric, or water supply is restored if the property is in foreclosure.