

Olympus

Asset Management, Inc.

Date: _____

WINTERIZATION REMINDER

To: _____

From: _____

Property address: _____

City, State _____

It is the policy of Olympus Asset Management to have all of its REO assets winterized between the months of October and March. Please make sure the property is winterized based on the following criteria listed below and confirm that the winterization is complete:

- Drain water heater (shut gas off/turn breaker off & tape).**
- Place non-toxic anti-freeze in all drain traps & toilets.**
- Open all faucets and valves (including outside).**
- Place signs with emergency phone numbers & date.**
- Blow out all plumbing lines with air pressure.**
- Set heat at 55 degrees.**
- HOT WATER BASEBOARD HEAT SYSTEMS ONLY: Drain and blow out system. Then fill with non-toxic antifreeze (heat stays off).**

Please fax confirmation of winterization completion to:

Olympus Asset Management

40 Manson Libby Rd.

Scarborough, ME 04074

Phone: 207-885-1200, Fax: 207-883-9250

Date Completed: _____

Completed by/Vendor name: _____

Mailing address: _____

Phone: _____

Fax: _____

If winterization was completed prior to REO (check here) Yes