

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

Windows and doors must be secured to prevent unauthorized entry and to protect against weather damage. Broken glass which could permit entry should be replaced, unless the opening is to be boarded. In some instances, temporary measures must be taken to protect the interior of the property from damage caused by leaking roofs. These temporary repairs in the form of spot patchwork or replacing loose shingles should be performed promptly. Mortgagees should document the temporary measures taken to protect the property.

Locks are to be changed on the main entry door only unless otherwise specified in the variations below. The main entry door lock must be a master lock as prescribed by the local HUD office as indicated in the variations below. All secondary entry doors must be secured. Secure only those doors which provide immediate access to the living area, attached garage, or basement areas. Doors must not be braced or nailed shut unless otherwise specified below or the lender will be held accountable for any damage caused by these practices. All windows and other openings should be properly secured. Garage doors and outbuildings must be secured with a padlock and hasp, and entrance gates to fences surrounding pools with a padlock and chain when no lock is present. Detached garage or storage areas with locks matching the main entry door shall be rekeyed to the same lock as the main entry door. Two keys to all locks must be sent to the local HUD office with Part A, Form-27011. Failure to conform with above lock installation instructions will result in disallowing that portion of the claim for reimbursement.

When applicable, unplug automatic garage door opener and secure garage doors. Garage doors should be left in such a condition as to allow for opening and closing without the use of the automatic garage door opener. Leave the remote key(s)/transmitter(s) in a kitchen counter drawer.

If the re-securing of a property becomes necessary, the mortgagee must obtain prior approval to expend the additional funds to re-secure the property.

Fees for securing or winterizing swimming pools are not included in the maximum allowable limit per property. Prior written approval from the local HUD office is required for securing or winterizing pools unless noted otherwise below.

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*New England Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Connecticut State Massachusetts State	Secondary doors on 1st floor only should be secured with slide bolt.	Install Kwikset Master Lock (No. 400T, US-3 PD67767KD) on main entry door	\$60
		Master Padlock A389 on garage and outbuildings	\$40
		Slide Bolt Doors	\$25
		Secure Swimming Pool	\$250
New Hampshire State (Includes States of Maine, New Hampshire, Vermont)	Secondary doors on 1st floor only should be secured with slide bolt.	Install Dead Bolt Lock (3/4" solid bolt) on main entry door.	\$60
		Padlock and Hasp (for garage and outbuilding only)	\$40
		Rekey Existing Dead Bolt	\$25
		Slide Bolt Doors	\$25
		Secure Swimming Pool	\$1.65/sq.ft \$750 max.
Rhode Island State	Secondary doors on 1st floor only should be secured with slide bolt.	Install Dead Bolt Lock (3/4" solid bolt) on main entry door.	\$60
		Padlock and Hasp (for garage and outbuilding only)	\$40
		Rekey Existing Dead Bolt	\$25
		Slide Bolt Doors	\$25
		Secure Swimming Pool	\$250

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*New York / New Jersey Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Albany		Install Kwikset dead bold lock (3/4" lock) on main entry door. Master key coded to 67767.	\$50
		Rekey existing deadbolt to Kwikset lock type 67767.	\$50
		Master padlock and hasp key coded to #17.	\$50
		Heavy duty padlock and chain (pool areas)	\$40
		Slide Bolt installation on Secondary doors (1st floor only)	\$25
New Jersey State		Install Dead Bolt Lock (3/4" Lock) on main entry door. Master key coded to 67767.	\$50
		Padlock & hasp. Key coded to #17.	\$50
		Rekey Existing Deadbolt to lock type 67767	\$25
		Slide Bolt installation on Secondary doors (1st floor only)	\$25

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*New York / New Jersey Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Buffalo	All locks must be accessible by a Kwikset master key cut to 67767 and a separate entrance key. Entrance keys, not master keys are to be sent with the 27011A claim form. Each living unit within a multiple dwelling must be made accessible by the same entry key, either by rekey or new deadbolt installation.  Inground pools must be partially drained, adequately shocked with concentrated chlorine and covered with an all year mesh safety cover designed to prevent pool entry by children and animals. Requires prior approval.	Install Kwikset Dead Bolt Lock (1" Lock) on main entry door	\$60
		Heavy Duty Padlock & hasp for garage and outbuilding.	\$50
		Rekey Existing Kwikset Deadbolt to master keyed to 67767.	\$30
		Slide Bolt installation on Secondary doors (1st floor only)	\$25
		Ensure pool areas are enclosed with adequate fencing to met NY State and local code requirements. All fence openings must be secured with padlock and or chain and padlock.	\$40
		Heavy Duty Padlock & Chain (pool areas) Prior approval not required.	
		All pool equipment including water lines pumps, filters, heaters, etc. must be completely drained to prevent freeze damage. Prior approval not required.	\$50
	Above ground pools with sound structures and liners shall be partially drained, adequately shocked with concentrated chlorine and covered with a standard winter cover. Above ground pools in poor condition must be completely dismantled, removed and disposed of properly. Requires prior approval.		

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*New York / New Jersey Offices  
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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Camden	Entry Doors	Install Master Padlock & Hasp with Key 389 on main entry door.	\$50
		On other secondary entry doors with existing Dead Bolt Locks rekey to lock type 67767.	\$25
		Install Slide Bolt on any remaining secondary entry doors on the 1st floor	\$25
New York State	In-ground pools may be covered with plywood(5/8"). Pool filtering equipment shall be drained & stored safely with other pool accessories found on the property. Under no circumstances shall chicken wire be used to secure a pool. All above-ground pools, regardless of condition shall be dismantled & carted away.	Install Master Lock #17 on main entry door.	\$100
		Slide Bolt Doors on secondary doors (1st floor)	\$25

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Mid-Atlantic Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
District of Columbia	<p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the Property Disposition Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p> <p>Swimming Pools: Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. As necessary, build frame &amp; cover pool with appropriate decking or wire mesh in accordance and in compliance with State &amp; local codes. Mortgagees do not need prior approval to secure pools.</p>	Install Master Lock - key code #76777	\$50
		Padlock: United States Lock #1971C or American Lock #AM875 on main entry door	
		Swimming Pools (Winterize, clean, & secure).	\$350
		Bracing	\$10

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*Mid-Atlantic Offices  
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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Maryland State	<p>Locks for each entrance door, rear door, including all doors on 1st floor and basement should be changed using a standard lock set.</p> <p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the REO Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>Swimming Pools: Swimming pools to be drained &amp; secured with 2"x4" framing &amp; 1/2" plywood as required by code. Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. Mortgagees do not need prior approval to secure pools.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p>	<p>Lock Change: Install a Kwik-set protecto lock keyed to 35241 on main entry door.</p> <p>Swimming Pools (Winterize, clean, &amp; secure)</p> <p>Bracing</p>	<p>\$50</p> <p>\$350</p> <p>\$10</p>

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*Mid-Atlantic Offices  
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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Pennsylvania State	<p>Use hasp and padlock only.</p> <p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the REO Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p> <p>Swimming Pools: Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. As necessary, build frame &amp; cover pool with appropriate decking or wire mesh in accordance and in compliance with State &amp; local codes. Mortgagees do not need prior approval to secure pools.</p>	<p>Install Master (brand name) padlock &amp; hasp, #5 or equal, (set for either A 272 or A 297) on the main entry door.</p> <p>Swimming Pools (Winterize, clean, &amp; secure).</p> <p>Bracing</p>	<p>\$50</p> <p>\$350</p> <p>\$10</p>

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Pittsburgh	<p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the REO Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p> <p>Swimming pools: Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. As necessary, build frame &amp; cover pool with appropriate decking or wire mesh in accordance and in compliance with State &amp; local codes. Mortgagees do not need prior approval to secure pools.</p>	<p>Install a hasp or eyebolt using #5 Master lock (keyed to Master key #A-389) or use Kwik-set protecto lock set to key #76777.</p> <p>Slide Bolt Doors</p> <p>Swimming Pools (Winterize, clean, &amp; secure).</p> <p>Bracing</p> <p>Secure garage &amp; outbuildings with padlock and hasp.</p>	<p>\$60</p> <p>\$25</p> <p>\$350</p> <p>\$10</p> <p>\$30 max</p>

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Virginia State	<p>All other outside doors should be braced. All other openings should be secured.</p> <p>Fees for installation of padlocks are included in the \$60 allowed for the installation of the Kwikset lock on the main entry door and one padlock/hasp.</p> <p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the REO Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p> <p>Swimming pools: Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. As necessary, build frame &amp; cover pool with appropriate decking or wire mesh in accordance and in compliance with State &amp; local codes. Mortgagees do not need prior approval to secure pools.</p>	<p>Install Kwik-set protecto lock set to key #76777 on main entry door.</p> <p>Swimming Pools (Winterize, clean, &amp; secure).</p> <p>Bracing</p> <p>Unattached outbuildings must be secured with a padlock and hasp . Two (2) keys must be sent with the copy of the Part A 27011.</p>	<p>\$60</p> <p>\$350</p> <p>\$10</p> <p>\$15</p>

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
West Virginia State	<p>Since lock sets or padlocks are to be used on the main entry door only, lenders may use bracing to secure other doors leading to the exterior as needed. Specifically, bracing should be used only when exterior doors cannot be otherwise secured from the interior (i.e. existing lock is not functional). If you have questions in connection with when to employ bracing, contact the REO Branch of the local HUD office.</p> <p>Bracing - Cut a 2x4 inch brace board to fit between the interior door knob and a cleat board nailed into the floor at a 45 degree angle, as shown below.</p> <p>When resecuring properties is necessary because of vandalism, after the first securing, mortgagees must seek approval to expend additional funds to resecure the property.</p> <p>Swimming pools: Replace any damaged or missing boards or sections of fence. Remove all trash from interior of pool. As necessary, build frame &amp; cover pool with appropriate decking or wire mesh in accordance and in compliance with State &amp; local codes. Mortgagees do not need prior approval to secure pools.</p>	<p>Install a hasp (or eyebolt where appropriate) using #5 Master (brand name) lock or other brand name which is comparable (keyed to Master key #A-389) or use Kwik-set protecto lock set to key #76777.</p> <p>Slide Bolt Doors</p> <p>Swimming Pools (Winterize, clean, &amp; secure).</p> <p>Bracing</p>	<p>\$50</p> <p>\$25</p> <p>\$200</p> <p>\$10</p>

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Southeast / Caribbean Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Alabama State	Homeowners' keys must be provided to the local HUD office.	Lock Change (Master Kwik-set No. 400T, US-3, PK67767KD on main entry door.)	\$45
		Padlock and Hasp (Master No. A-389)	\$30
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$ .48 / u.i.
		Secure Inground Pool (see pages 38 & 39 for instructions)	\$1.65/sq.ft \$750 max.
		Secure Above Ground Pool/Jacuzzi/Hot Tub	\$75
Caribbean Coral Gables Georgia State Jacksonville Kentucky State Memphis Mississippi State North Carolina State Orlando Tennessee State		Lock Change (Master Kwik-set No. 400T, US-3, PK67767KD on main entry door.)	\$45
		Padlock and Hasp (Master No. A-389)	\$30
		Slide Bolt Doors	\$25
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$ .40 / u.i.
		Secure Inground Pool (see pages 38 & 39 for instructions) Prior approval not required.	\$1.65/sq.ft \$750 max.
		Secure Above Ground Pool/Jacuzzi/Hot Tub Prior approval not required.	\$75

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Southeast / Caribbean Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Knoxville	If the resecuring of a property becomes necessary, the property should be secured as soon as possible after discovery without prior approval.  Homeowners' keys must be provided to the local HUD office.	Lock Change (Master Kwik-set No. 400T, US-3, PK67767KD on main entry door.)	\$45
		Padlock and Hasp (Master No. A-389)	\$30
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$.48 / u.i.
		Secure Inground Pool (see pages 38 & 39 for instructions)	\$1.65/sq.ft \$750 max.
South Carolina State	In-ground pools may be secured up to \$1,300 maximum without prior HUD approval.  (See Attachment 5)	Lock Change (Master Kwik-set No. 400T, US-3, PK67767KD on main entry door.)	\$45
		Replace Broken Glass	\$.40/u.i.
		Padlock and Hasp (Master No. A-389)	\$30
		Slide Bolt Doors	\$25
		Secure Inground Pool (use either method on pages 38 & 39 for instructions)	\$1.65/sq.ft \$1300 max
		Do not drain inground pools. Add 2 gallons of household bleach or chlorine. Prior approval not required.	
		Secure Above Ground Pool/Jacuzzi/Hot Tub Prior approval not required.	\$75

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Southeast/Caribbean Offices  
(Continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Tampa	Windows must be reglazed. The actual window glazing area for each pane should be used to determine cost, not overall window size.	Lock Change (Master Kwik-set No. 400T, US-3, PK67767KD on main entry door.)	\$45
		Padlock and Hasp (Master No. A-389)	\$30
		Slide Bolt Doors	\$25
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$.40 / u.i.
		Secure Inground Pool (see pages 38 & 39 for instructions)	\$1.65/sq.ft \$750 max.
		Secure Above Ground Pool/Jacuzzi/Hot Tub	\$75

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Midwest Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Cincinnati	Use padlock and hasps only. Remove existing knob locks on prime entry doors.	Padlock and Hasp  Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$25  \$.25/u.i.
Cleveland	If secondary doors cannot be secured with existing hardware, doors should be braced in accordance with the appropriate diagram on pages 36 & 37 of this attachment. Resecuring of vandalized properties may be done without prior approval.	Lock Change  Padlock and Hasp (#3 master - or equivalent)  Brace Wood Door  Brace Metal Door  Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$30  \$20  \$10  \$20  \$.25/u.i.
Flint	Use padlock and hasps only. Remove existing knob locks on prime entry doors. Do not install slide bolt installation on secondary doors. If secondary doors cannot be secured with existing hardware, doors should be braced in accordance with the appropriate diagram on pages 25 & 26 of this attachment.	Padlock and Hasp  Brace Wood Door  Brace Metal Door	\$20  \$10  \$20

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*Midwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Grand Rapids	Install a HUD keybox on the door and include the key to the existing lock inside the box.  Remove refrigerator/freezer door	Install Master Lock - Kwikset	\$30
		Lock change on door with HUD key box	\$40
		2" by 4" bracing of garage overhead door or sliding glass doors	\$15
		Slide Bolt Doors	\$25
		Refrigerator/freezer door removal	\$15
		Do Not Replace Broken Glass - Cover opening with visqueen to Protect From the Elements. (Note: United Inch (u.i.) is defined as length plus width.)	\$.25/u.i.
		Posting of signs/stickers.	\$10
Illinois State	Use padlock and heavy duty slide action hasps only. Do not use eye bolts.  If secondary door cannot be secured with existing hardware, doors should be braced.  Resecuring of vandalized properties may be done without prior approval.	Padlock and Hasp	\$25
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$.25/u.i.
		Brace Wood Door	\$10
		Brace Metal Door	\$20

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Indiana State Ohio State		Master Lock- Kwikset	\$30
		Padlock and Hasp (#3 master - or equivalent)	\$20
		Slide Bolt Doors	\$25
		Replace Broken Glass (Note: United Inch (u.i.) is defined as length plus width.)	\$.25/u.i.
Michigan State	Use padlock and hasps only. Remove existing knob locks on prime entry doors. If no door exists, use plywood door with padlock and hasp. Bracing is allowed only with prior written approval in accordance with the diagrams on pages 36 & 37 of this attachment.	Padlock and Hasp	\$20
		Plywood door with padlock and hasps.	\$55
		Brace metal door	\$25
		Brace wooden door	\$15
Minnesota State	Wherever possible, replace cylinder in lock, providing keys to HUD. If necessary replace door lockset in the existing bore; provide keys. If other house doors are secure through being locked or bolted, even if keys are not available, do no other securing. If remaining doors are not secure, rekey them as well. Do <u>not</u> use a slide installation, brace, or any other securing method which may damage the woodwork or door. The lender will be held accountable for any damage caused by incorrect securing. Garage & outbuildings should be secured through use of padlock & hasp unless a cylinder lock with key available is in place; do not rekey.	Replace cylinder	\$20
		Replace door lockset	\$35
		Padlock and hasp	\$20
		Replace broken glass (Typical double hung window)	\$35/pane

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Wisconsin State	Wherever possible, replace cylinder in lock; provide keys. If necessary, replace door lockset (in existing bore); provide keys.	Replace cylinder	\$20
		Replace door lockset	\$35
		Padlock and hasp	\$20
		Slide Bolt Doors	\$25

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
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*Southwest Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Arkansas State	Swimming Pools - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. Call the local HUD office for instructions for securing above ground pools.	Master Lock - Weiser with Key E41333	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot
Oklahoma State	Swimming Pools - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram.	Master Lock - Weiser or equal on main entry door	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot

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<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Houston	Office does not require lock change. Only if necessary to gain access or to secure, install lock.	Kwikset Tylo-protecto Model No. 400T-US3, with Bright Brass Finish Key Code #76776	\$40
	<b>Swimming Pools</b> - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. For above ground pools, contact the local HUD office for instructions.	Padlock and hasp	\$20/unit
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Louisiana State	Install Kwikset, 400 T - Entry Pak, US 26D-finish. This is the same lock system used by the Veterans Admin. The manufacturer of this lock provides two keys with the lock that, when inserted, will reset the tumblers so that the master key will no longer open the lock. These keys must be sent to the Louisiana State office in the envelope provided by Kwikset with your conveyance package.	Kwikset, 400T- Entry Pak, US 26D finish	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
	<b>Swimming Pools</b> - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. For above ground pools, contact the local HUD office for instructions.	Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Lubbock	Swimming Pools - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. For above ground pools, contact the local HUD office for instructions.	Lock Change on main entry door	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot
New Mexico State	Swimming Pools - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. For above ground pools, contact the local HUD office for instructions.	Master Lock - Weiser or equal on main entry door	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$35
		Replace broken window (med.: 30x42 in.)	\$40
		Replace broken window (large: 36x60 in.)	\$50
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$15
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
San Antonio	<p>The manufacturer of this lock provides two keys with the lock that, when inserted, will reset the tumblers so that the master key will no longer open the lock. These keys must be sent to the local HUD office with your conveyance pack in the envelope provided by Kwikset.</p> <p>Post notice on a front window stating that lock has been changed in accordance with instructions.</p> <p><b>Swimming Pools</b> - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh &amp; 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram.</p>	Kwikset Tylo-protecto Model No. 400T-US3 Key Code #66555 on main entry door.	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$30
		Replace broken window (med.: 30x42 in.)	\$35
		Replace broken window (large: 36x60 in.)	\$45
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$150
		Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Shreveport	Swimming Pools - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C.(may use 48-inch O.C., with the 2x6s running the width of the cover instead of the length). Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram.	Office does not use master lock system.	
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$35
		Replace broken window (med.: 30x42 in.)	\$40
		Replace broken window (large: 36x60 in.)	\$50
		Replace picture window	\$100
		Reglaze windows w/o pane replacement	\$15
		Replace exterior door (solid core)	\$150
	Pool Care & Covering (see page 40 for specific instructions)	\$1.25/sq. foot	

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Texas State	<p>Lock change not required unless mortgagee cannot gain entry. Should it become necessary for the mortgagee to gain access to or to secure a property, the mortgagee is to change the front lock with the lock described below.</p> <p>Weiser Master Block Locks shall be provided in accordance with the following specifications:            a.) Weiser Lock Crown Series, Stock No. CR 500 R3 BLKO, Keyed entrance lock, special pack. (The lock shall be fixed with a plug insert so that a HUD master key will unlock each one.) Factory Pack only.            b.) Master keys which will operate these locks with the plug in place.</p> <p>Two regular keys shall be provided to be used in the lockset stated above, which will operate this lock upon removal of the plug insert. Weiser keys must be attached to the 27011A form in the package included in the lock box. <u>The tag number on package must match the tag on the property lock.</u></p> <p><b>Swimming Pools</b> - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh &amp; 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram. For above ground pools, submit one interior &amp; one exterior photo of the pool to HUD with request to secure.</p>	<p>Weiser Lock Crown Series Stock No. CR 500 R3 BLKO</p> <p>Combination lock and hasp (The lock should be set to the prop. address i.e.: if the address is 2902 Xavier, the combination would read left to right 2902; if the address is 202 Xavier, the combination should include a zero prior to the street address and read left to right, 0203)</p> <p>Replace broken window (small: 24x36 in.)</p> <p>Replace broken window (med.: 30x42 in.)</p> <p>Replace broken window (large: 36x60 in.)</p> <p>Replace picture window</p> <p>Reglaze windows w/o pane replacement</p> <p>Replace exterior door (solid core)</p> <p>Pool Care &amp; Covering (see page 40 for specific instructions)</p>	<p>\$40</p> <p>\$20</p> <p>\$30</p> <p>\$35</p> <p>\$45</p> <p>\$100</p> <p>\$10</p> <p>\$150</p> <p>\$1.25/sq. foot</p>

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Southwest Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Tulsa	Office does not require a lock change. Install lock only if necessary to gain access or to secure.  Replace broken glass doors and windows with thermopane glass.  <b>Swimming Pools</b> - Do not drain in-ground pools. Add 2 gallons of household bleach (Clorox or Purex) or chlorine to pool. A cover must be installed to prevent access. Pool cover must be constructed with 6x6 wire mesh & 6 mil visqueen or polyurethane over 2 by 6 at 16 O.C. Cover must be capable of supporting at least 50 lbs. Fence doors/gates must be padlocked. See page 40 of this attachment for diagram.	Kwikset Tylo-protecto Model No. 400T-US3, with Bright Brass Finish Key Code #76776	\$40
		Padlock and hasp	\$20
		Replace broken window (small: 24x36 in.)	\$90
		Replace broken window (med.: 30x42 in.)	\$105
		Replace broken window (large: 36x60 in.)	\$135
		Replace picture window	\$300
		Reglaze windows w/o pane replacement	\$10
		Replace exterior door (solid core)	\$225
		Pool Care & Covering (see page 40 for specific instructions)	\$2.50/sq. foot
		Roof repair (if replacement is not needed)	\$200

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Great Plains Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Iowa State Nebraska State	Lock changes not required. If a lock change is needed to gain access or secure the property, install a keyed deadbolt or key in knob.	Primary lock  Padlock and hasp	\$40  \$20
Kansas/Missouri State  St. Louis	Lock changes not required. If a lock change is needed to gain access or secure the property, install a keyed deadbolt or key in knob.	Primary lock  Padlock and hasp	\$50  \$20

*Rocky Mountain Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Colorado State (Includes States of Colorado, South Dakota, Wyoming) North Dakota State Utah State	Locks should be changed on all entry doors.	Lock Change (per lock)  Window Repair	\$35  \$100

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Rocky Mountain Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Montana State	Locks should be changed on all entry doors, front and back (master keyed locks are acceptable). One key if master or two keys for each new lock installed must be delivered to the local HUD office or attached to the copy of the HUD Form 27011, Part A. Patio doors can be secured by means of a simple brace between the sliding door and the frame. Garage doors may be secured from the inside by disabling the trip mechanism or securing the rollers within the track by means of wedges, or wire rope the door to the jamb if there is other access to the structure.	Lock Change (per lock)  Window Repair	\$35  \$100

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Pacific / Hawaii Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Arizona State California State Fresno Tucson	<p><b>One Time Securing Fee</b> - This fee may only be charged once. If resecuring or other work is ordered, it is to be itemized per cost limits. If HUD approval for additional work is requested, the mortgagee is to itemize all work performed and not charge the one time securing fee. The following work is to be performed when the one time securing fee is charged:</p> <ol style="list-style-type: none"> <li>1. Replace front door lock with new kwikset or equivalent lock.</li> <li>2. Secure all other existing doors. If the doors cannot be secured with existing hardware, install a 4" heavy duty barrel bolt.</li> <li>3. Double lock sliding glass doors. Close and lock all windows.</li> <li>4. Remove any health and safety hazards, personal property - up to 4 cubic yards of debris. Take before and after pictures.</li> <li>5. Turn off all utilities. Contact utility companies to terminate service. Prior approval is <u>not</u> required to secure swimming pools.</li> </ol> <p>The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.</p>	<p>One Time Securing Fee:</p> <ul style="list-style-type: none"> <li>Single Unit \$150</li> <li>Duplex \$200</li> <li>Triplex \$250</li> <li>Fourplex \$300</li> </ul> <p>Replace entry door lock w/ Kwikset or equivalent lock \$35</p> <p>4" Heavy Duty Barrel Bolt \$10</p> <p>Padlocks \$15</p> <p>Sliding glass door lock \$15</p> <p>Pool Draining \$125</p> <p>Pool &amp; Spa Draining (same property) \$150</p> <p>Spa Only \$50</p> <p>Lock Gates to Pool w/Padlock &amp; Hasp \$20</p>	

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Pacific / Hawaii Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Hawaii State	If exterior doors (other than front door) cannot be secured with existing hardware, install barrel bolt. Before and after photos are required. Change combinations on entry lockset and single/double cylinder deadbolts w/ 2 keys.  Pool/Spa Draining and Securing - Call local HUD office for approval and cost allowables.  The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.	Replace entry door lock, change combination on entry lockset & single cylinder deadbolts	\$56
		Double Cylinder	\$59
		4" Heavy Duty Barrel Bolt	\$10
		Padlocks	\$20
		Sliding glass door lock (costs include service call)	\$20

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

***Pacific / Hawaii Offices  
(continued)***

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Los Angeles	If doors (other than front door) cannot be secured with existing hardware, install barrel bolt. Before and after photos are required. Replace broken glass with glassine or board even if wrought iron bars exist. The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.	Replace entry door lock 4" Heavy Duty Barrel Bolt Padlocks Chain Glassine Window Sliding glass door lock Pool Draining Pool & Spa Draining (same property) Spa Only Lock Gates to Pool w/Padlock & Hasp	\$50 \$10 \$15 \$10 \$8 \$15 \$125 \$150 \$50 \$20
Nevada State Santa Ana	If exterior doors (other than front door) cannot be secured with existing hardware, install barrel bolt. Before and after photos are required.  The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.	Replace entry door lock w/ Kwikset or equivalent lock 4" Heavy Duty Barrel Bolt Padlocks Sliding glass door lock Pool Draining Pool & Spa Draining (same property) Spa Only Lock Gates to Pool w/Padlock & Hasp	\$35 \$10 \$15 \$15 \$125 \$150 \$50 \$20
Reno	If doors (other than front door) cannot be secured with existing hardware, install padlock. Before and after photos are required.  The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.	Replace entry door lock Padlocks Sliding glass door lock Pool Draining Pool & Spa Draining (same property) Spa Only Lock Gates to Pool w/Padlock & Hasp	\$35 \$15 \$15 \$125 \$150 \$50 \$20

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Pacific / Hawaii Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Sacramento	<p>If doors (other than front door) cannot be secured with existing hardware, install door lock knob. Before and after photos are required. Do not use slider lock. Do not use 2x4 for garage doors. Use a padlock. The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.</p>	<p>Replace entry door lock with new lock 4" Heavy Duty Barrel Bolt Padlocks Sliding glass door lock Pool Draining</p>	<p>\$35 \$10 \$15 \$15 \$125</p>

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

***Pacific / Hawaii Offices  
(continued)***

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
San Diego	<p>For San Diego and Imperial Counties ONLY: <b>One Time Securing Fee</b> - This fee may only be charged once. If resecuring or other work is ordered, it is to be itemized per cost limits. If HUD approval for additional work is requested, the mortgagee is to itemize all work performed and not charge the one time securing fee. The following work is to be performed when the one time securing fee is charged:</p> <ol style="list-style-type: none"> <li>1. Replace front door lock with new Kwikset or equivalent lock.</li> <li>2. Secure all other existing doors. If the doors cannot be secured with existing hardware, install a 4" heavy duty barrel bolt.</li> <li>3. Double lock sliding glass doors. Close and lock all windows.</li> <li>4. Remove any health and safety hazards, personal property - up to 4 cubic yards of debris. Take before and after pictures.</li> <li>5. Turn off all utilities. Contact utility companies to terminate service. Prior approval is <u>not</u> required to secure swimming pools.</li> </ol> <p>The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.-</p> <p>For all other counties: If doors (other than front door) cannot be secured with existing hardware, install barrel bolt. Before and after photos are required.</p> <p>The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.</p>	<p>For San Diego and Imperial Counties Only: <b>One Time Securing Fee:</b></p> <p>Single Unit \$150 Duplex \$200 Triplex \$250 Fourplex \$300</p> <p>Replace entry door lock w/ Kwikset or equivalent lock \$35</p> <p>4" Heavy Duty Barrel Bolt \$10</p> <p>Padlocks \$15</p> <p>Sliding glass door lock \$15</p> <p>Pool Draining \$125 Pool &amp; Spa Draining (same property) \$150 Spa Only \$50 Lock Gates to Pool w/Padlock &amp; Hasp \$20</p> <p>For all other counties: Replace entry door lock with Kwikset or equivalent lock \$35</p> <p>4" Heavy Duty Barrel Bolt \$10</p> <p>Padlocks (use Master key code A112) \$15</p> <p>Sliding glass door lock \$15</p> <p>Pool Draining and Securing \$125 Pool Securing requires prior approval. \$150</p> <p>Pool and Spa Draining (same property)</p>	

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Pacific / Hawaii Offices  
(continued)*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
San Diego (continued)	<p>Unless the window is to be boarded, broken glass in windows which could permit entry are to be replaced and reimbursed at actual cost.</p> <p>Pools must be secured within 24 hours of discovery of the pool.</p> <p>The costs for permits to drain pools/spas by local governments are included in the maximum limit and will be reimbursed based on the actual cost incurred.</p>	<p>Spa Only Lock Gates to Pool w/Padlock &amp; Hasp</p>	<p>\$50 \$20</p>

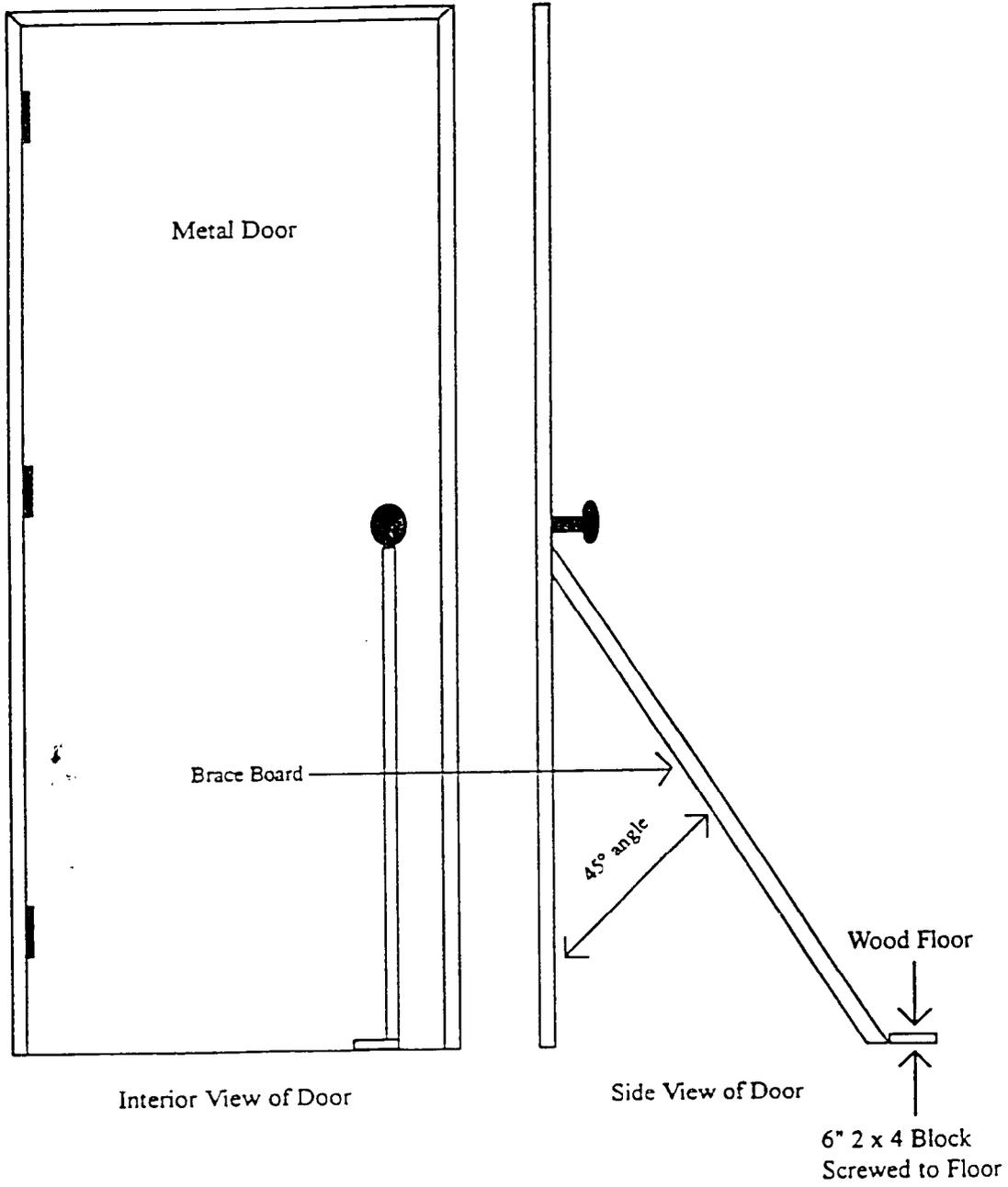
**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

*Northwest / Alaska Offices*

<i>Local HUD Office(s)</i>	<i>Variation(s) From General Requirements</i>	<i>Service</i>	<i>Cost</i>
Alaska State Oregon State	Rekeying shall be allowed for the purpose of securing the property. Install new locks only if existing locks are damaged.	Lock and secure (first unit) Lock and secure (additional units) Secure windows	\$75 \$37.50 \$100
Idaho State	Rekeying shall be allowed for the purpose of securing the property. Install new locks only if existing locks are damaged. Replace broken glass.	Lock and secure (first unit) Lock and secure (additional units) Secure windows	\$75 \$37.50 \$50
Washington State	Rekeying shall be allowed for the purpose of securing the property. Install new locks only if existing locks are damaged. Garages and outbuildings are to be secured by installing a hasp lock and securing it with a key operated padlock.	Lock and secure (first unit) Lock and secure (additional units) Secure windows	\$75 \$37.50 \$100

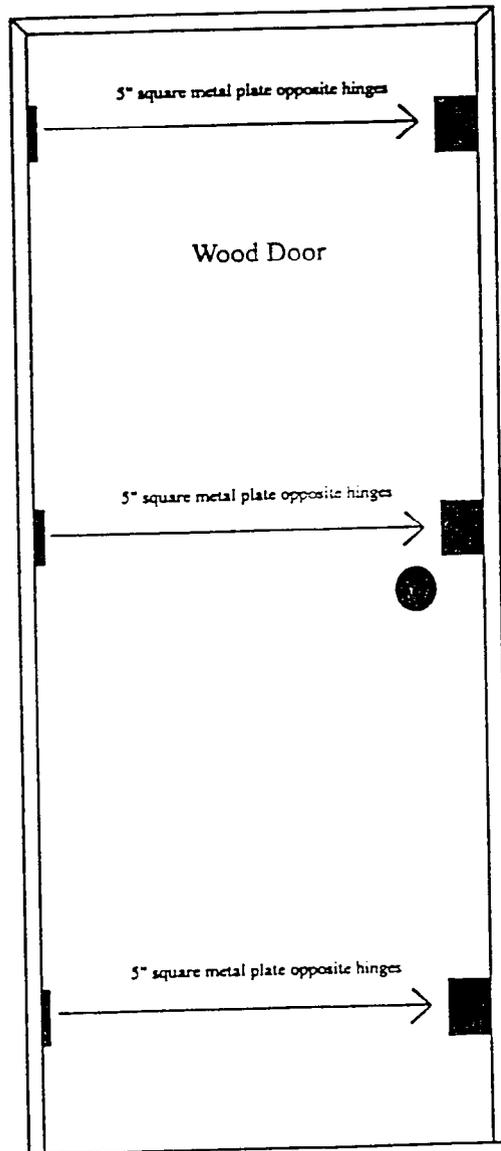
**LOCK CHANGE / SECURING SERVICE REQUIREMENTS**  
**AND COST SCHEDULE**

**BRACING INSTRUCTIONS FOR METAL DOORS**



**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

**BRACING INSTRUCTIONS FOR WOOD DOORS**



On the door jamb and door edge opposite hinges, install five inch squares of sheet metal. Sheet metal shall be 24 gauge and anchored to jamb with two (2) 3/4 inch roofing nails. The number of sheet metal squares shall be in commensurate with the number of door hinges.

Close door and bend over onto face of interior surface of door and anchor with two (2) 3/4 inch roofing nails.

Use these instructions when bracing a wooden door is required.

**LOCK CHANGE / SECURING SERVICE REQUIREMENTS  
AND COST SCHEDULE**

**SWIMMING POOL / JACUZZI SECURING INSTRUCTIONS**

FOR: Southeast/Caribbean Offices

- Make sure the existing fence is in good condition. Replace any damaged or missing boards or sections. Install padlock and chain (padlock and hasp if chaining is not possible) on all entrance gates.
- FOR ALL IN-GROUND POOLS WHETHER SECURITY NEEDED OR NOT - Pump out pool leaving 4 feet of water in the deep end. If necessary, use 5 gallons of chlorine before pumping out pool to treat the algae so it will not pollute the area when pumped.

After pumping to 4 foot depth, use 2.5 gallons of chlorine to control the algae in the remaining pool water.

DO NOT PUMP OUT WATER BELOW 4 FEET IN DEPTH AS A HIGH GROUND WATER LEVEL MAY CAUSE UPLIFT AND DAMAGE THE POOL.

THE MORTGAGEE WILL BE HELD RESPONSIBLE FOR DAMAGE TO POOL CAUSED BY IMPROPER DRAINING.

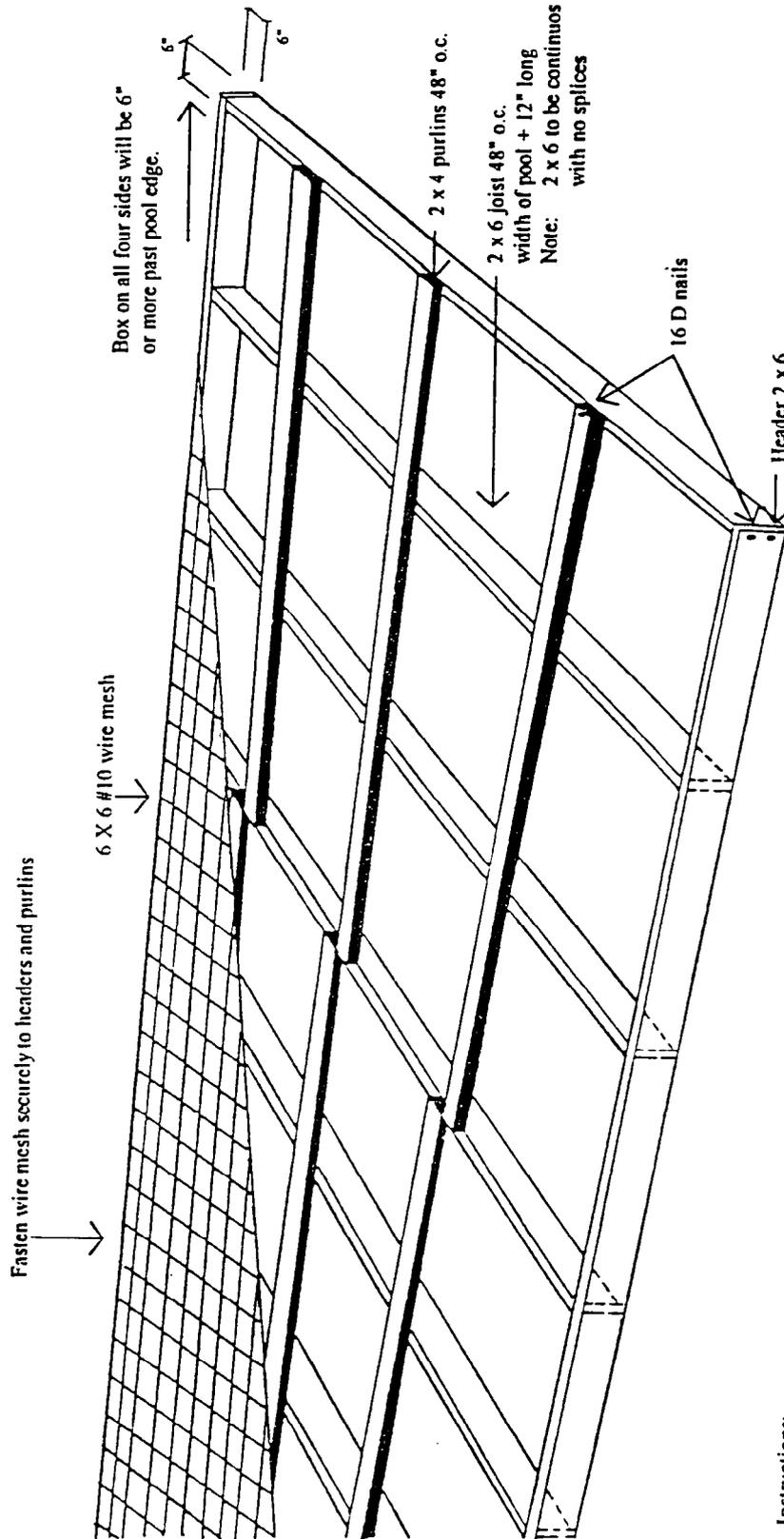
- Remove all trash from in and around pool and haul away.
- All wood joists should be continuous. If pool exceeds 14 feet in width, joists may be connected with a minimum of a 24 inch overlap.
- Fasten welded wire mesh to wood frame with minimum of 1/2 inch staples.
- Secure wood frame to deck, as needed, to prevent movement.

# LOCK CHANGE / SECURING SERVICE REQUIREMENTS AND COST SCHEDULE

## SWIMMING POOL SECURING DIAGRAM FOR SOUTHEAST / CARIBBEAN OFFICES

### SWIMMING POOL COVERED WITH WIRE MESH

For Maximum Pool Widths of 15 Feet  
All Framing to be #2 Southern Pine



Instructions:  
Box around pool with joists 48" o.c.  
Install 2 x 4 purlins  
Install 6 x 6 #10 wire mesh and  
Fasten to headers and purlins

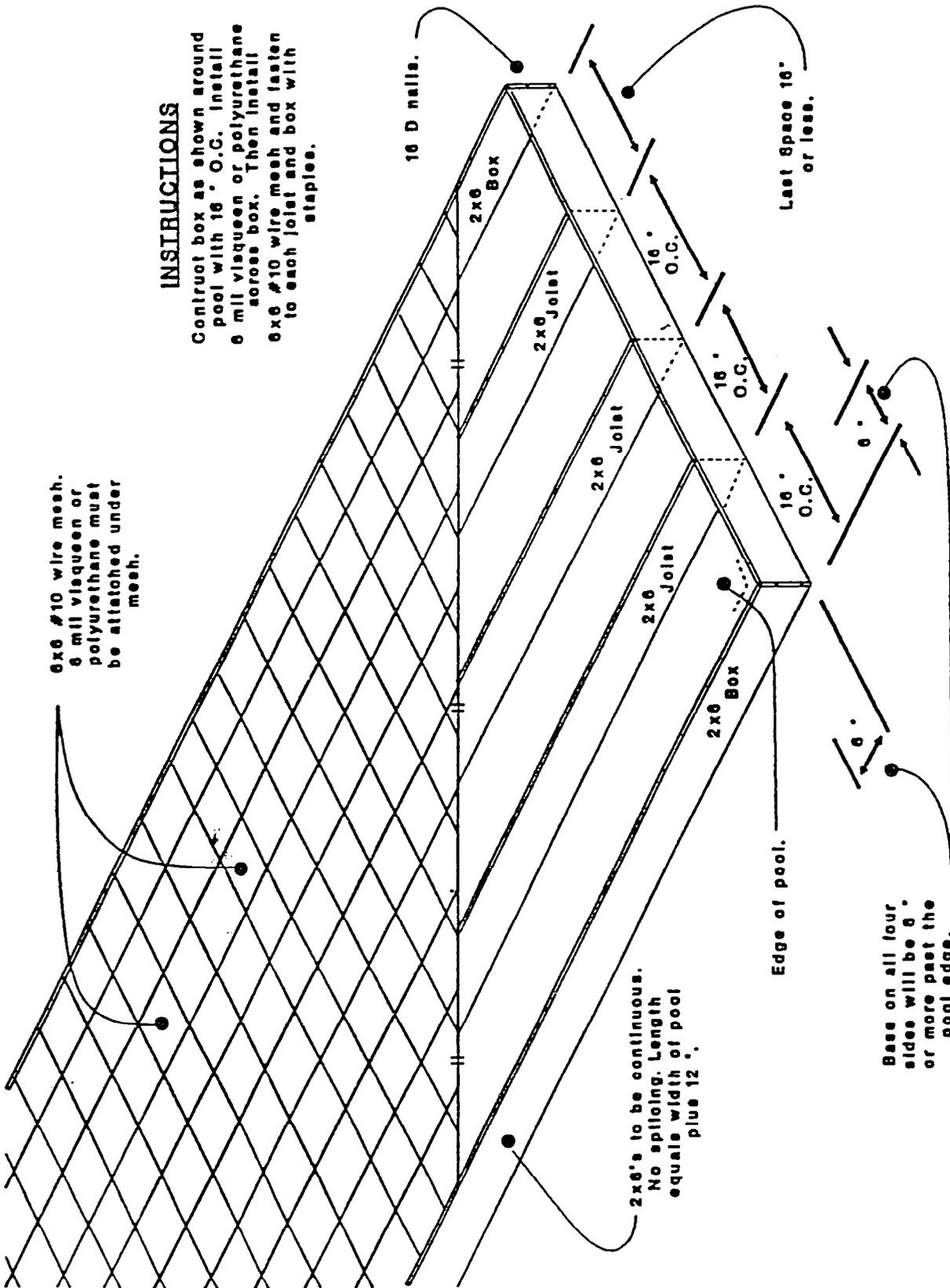
# LOCK CHANGE / SECURING SERVICE REQUIREMENTS AND COST SCHEDULE

## SWIMMING POOL SECURING DIAGRAM FOR SOUTHWEST OFFICES

### INSTRUCTIONS

Construct box as shown around pool with 16" O.C. Install 6 mil visqueen or polyurethane across box. Then install 6x6 #10 wire mesh and fasten to each joist and box with staples.

6x6 #10 wire mesh.  
6 mil visqueen or polyurethane must be attached under mesh.



2x6's to be continuous.  
No splicing. Length  
equals width of pool  
plus 12".

Edge of pool.

Base on all four  
sides will be 6"  
or more past the  
pool edge.

Drawing Not to Scale