

## **Water Inspection and Activation Request Instructions for Properties in Foreclosure**

The City's water turn on policy water requires that water only be turned on or off at the request of the owner. The following exceptions to this policy are listed below for realtors who need water turned on for properties in foreclosure.

### **Water Inspection Request – Foreclosures**

When a property is in foreclosure, and the bank has not yet transferred the title, the owner being foreclosed on is still listed on the State Assessment records. In order to allow realtors to have water turned on temporarily for properties in foreclosure, the City created the form 301: WATER INSPECTION REQUEST - FORECLOSURES. Realtors can complete this form to request that water be turned on 9 a.m. thru 3 p.m. for the day requested so that repairs and/or property inspections can be completed. When the form is complete, it should be hand delivered by the realtor to the government office building – City of Salisbury Finance Department, 125 N. Division Street, Room 103, Salisbury MD for payment of balances due. Upon approval by the finance department the realtor should take the form to the Plumbing Inspector (located in the basement in the government office building) who then coordinates turning the water on.

### **Water Activation Request – Foreclosures**

When a property has recently been foreclosed upon, and the bank has completed transfer of title, the City will accept the realtor's listing agreement as proof that the realtor has the right to make decisions on the property provided:

1. The agreement includes the property address, owners name and realtor's name. In the absence of a listing agreement, the City will accept a letter from the owner (i.e. bank) that includes documentation listed above (i.e. property address, owners name and realtor's name), so that the realtor can make turn on/off requests as if they are the property owner.
2. The seller identified in the listing agreement is same party that the property is currently titled.

Realtors wishing to request activation of water for properties in the name of a bank should complete and hand deliver form 302: WATER ACTIVATION REQUEST – FORECLOSURES to the government office building – City of Salisbury Finance Department, 125 N. Division Street, Room 103, Salisbury MD. Once the form is approved by Finance, if the water has been off for 30 days or more, the realtor will need to take the form to the Plumbing Inspector (located in the basement in the government office building) who will coordinate turning the water on.



# Water Inspection Request – Foreclosures

By my signature below, I represent the following:

1. That I am a licensed realtor in the State of Maryland;
2. That my services have been retained by \_\_\_\_\_, in order to sell the property known as  
Address: \_\_\_\_\_ Tax Reference \_\_\_\_\_  
(hereinafter the "Property");
3. That \_\_\_\_\_ has foreclosed on the Property, which is currently vacant but has not yet completed the transfer of the property into their name;
4. That I am acting in my individual capacity as a licensed realtor and also on behalf of the Real Estate Agency named on the listing agreement for the Property as an authorized agent for it in connection with my duties as a realtor for the Property;
5. That in order for the City of Salisbury to activate the water, I understand I will be responsible to pay:
  - any direct or indirect cost related to the turning on of water service at the Property, including but not limited to any and all damages caused from faulty water pipes, etc. which may affect the Property; and
  - an activation fee and the balance due on the water bill.

Activation Fee	_____
Water Bill Balance Due	_____
Total	_____

THE WATER WILL NOT BE ACTIVATED  
UNLESS THE TOTAL BALANCE DUE IS  
PAID IN FULL AND THIS FORM IS  
COMPLETELY FILLED OUT

6. The undersigned requests that the water be activated on \_\_\_\_\_ and understands that the City of Salisbury will only activate the water at the "Property" between 9:00 a.m. and 3:00 p.m. on a weekday (Mon- Fri) of my choosing, which must be at least 2 week days from the date this form is accepted by the City of Salisbury Finance Department;
7. I have attached a listing agreement or letter from the owner identifies the information below;
  - Owner's Name
  - Realtor's Name
  - Property Address
8. \_\_\_\_\_ is authorized to act on my behalf related to this water turn on request.

*Enter NA (not applicable) when you are personally bringing in the form to the city. The Driver's License of the individual you authorize to bring in the form will be required at the time this form is delivered.*

9. The undersigned, individually and on behalf of the Real Estate Agency organization, for which he/she asserts that he/she is an authorized agent in this matter, agrees to protect, indemnify, defend, release, and hold harmless the City of Salisbury, its officers, agents, and employees from and against any and all claims, damages, demands, causes of action, and liability of any kind for and by reason of any act or omission of the undersigned, or claimed act or omission on the part of the City of Salisbury, including reasonable attorneys' fees concerning the water service inspection/activation including, but not limited to, all claims for injury, damages, personal injury, death, disability, loss of earning capacity, loss on consortium, and conditions incurred.



## Water Inspection Request – Foreclosures

10. My contact information is as follows

_____		_____	
Name		Realtor's License No	
_____			
Real Estate Agency			
_____			
Address			
_____			
_____		_____	
Telephone	Facsimile	Cell Number	
_____			
Email Address			
_____		_____	
Signature		Date	

*A copy of the realtor's driver's license and realtor's license must be attached to this form.*



## Water Activation Request - Foreclosures

By my signature below, I indicate that I am a licensed realtor in the State of Maryland and the following information to be true:

1. Owner \_\_\_\_\_  
*List the owner's Name and Address that has recently foreclosed on the property listed below.*
  
2. Seller \_\_\_\_\_  
*List the company's name and address engaging you to sell the property listed below as evidenced by a listing agreement. If the company listed as foreclosing (#1 above) is not the company engaging your services (#2 above) it is your responsibility to verify the company engaging your services is an authorized agent of the foreclosing company.*
  
3. Property Address \_\_\_\_\_
  
4. Tax Reference \_\_\_\_\_
  
5. A listing agreement or letter from the owner is attached that identifies:
  - Owner (listed in 1 above)
  - Realtor's name (listed in 11 below)
  - Property address (listed in 3 above)*(check all that apply)*
  
6. I have verified that the Property has been transferred into the name of the owner listed in # 1 above.
  - Yes
  - No
  
7. In order for the City of Salisbury to activate the water, I understand I will be responsible
  - a. for any cost related to the turn of water including but not limited to damage from faulty water pipes.
  - b. to pay any balance due on the water bill.*THE WATER WILL NOT BE ACTIVATED UNLESS THE TOTAL BALANCE DUE IS PAID IN FULL AND THIS FORM IS COMPLETELY FILLED OUT*
  
8. I request that the water be activated on \_\_\_\_\_ and turned off on \_\_\_\_\_.  
*If you would like the water to remain on until a request is made to have it turned off, enter NA instead of turn off date.*
  
9. \_\_\_\_\_ is authorized to act on my behalf related to this water turn on.

*Enter NA (not applicable) when you are personally bringing in the form to the city. The Driver's License of the individual you authorize to bring in the form will be required at the time this form is delivered.*

10. The undersigned, individually and on behalf of the Real Estate Agency organization, for which he/she asserts that he/she is an authorized agent in this matter, agrees to protect, indemnify, defend, release, and hold harmless the City of Salisbury, its officers, agents, and employees from and against any and all claims, damages, demands, causes of action, and liability of any kind for and by reason of any act or omission of the undersigned, or claimed act or omission on the part of the City of Salisbury, including reasonable attorneys' fees concerning the water service activation including, but not limited to, all claims for injury, damages, personal injury, death, disability, loss of earning capacity, loss on consortium, and conditions incurred.



## Water Activation Request - Foreclosures

11. My contact information is as follows

\_\_\_\_\_  
Name Realtor's License No

\_\_\_\_\_  
Real Estate Agency

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Facsimile Cell Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature Date

*A copy of the realtor's driver's license and realtor's license must be attached to this form.*

