



DEBRIS REMOVAL (Interior/Exterior)



If viewing on a small hand held device, turn device sideways for greater viewing ease.

Debris is defined as discarded material that has been exposed to the elements, with no apparent sentimental value and includes items that are in a decaying or rotting state that might normally be considered as personal property. Debris removal is required for the removal of any debris that may pose a risk to the property, resulting in a code violation or may interfere with performing necessary yard maintenance work such as the initial and re-occurring grass cuts.

Personal Property is defined as items that may have sentimental or monetary value to the previous occupant. These items should never be removed from a property, but rather moved to a secured location within the property until it is approved to move to storage facility.

Hazardous Material is defined as any material that, because of its quantity, concentration, or physical/chemical characteristics may pose a hazard to human health or the environment.

EXTERIOR DEBRIS

Household furniture or items generally found inside the house that are left outside and exposed to the elements would be considered debris and must be removed. Exterior personal property (grill, patio furniture, etc.) should not be removed, rather piled in central location in backyard.



PERSONAL PROPERTY

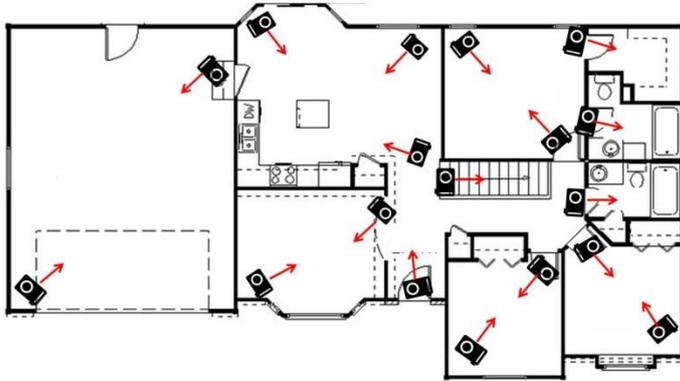
Clothes, tools, mattresses, television sets, couch etc. are considered personal property unless they have been damaged and pose a risk to people or the house and/or are infested with pests, discoloration (mold) or bodily fluids. Supporting photos required if items are being removed from the property.



DEBRIS REMOVAL REQUIREMENTS

1. Document the interior and exterior condition of the property before removing debris. Use the diagrams below for the recommended locations your before photos should be taken from.

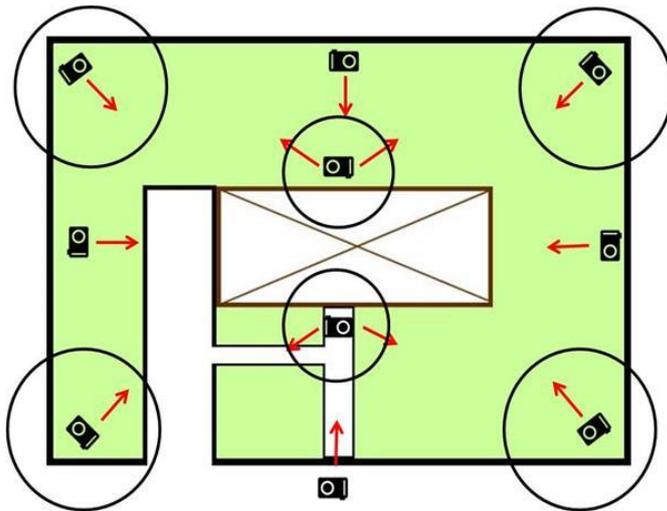
Interior Photo Location Diagram



Camera locations may vary due to unique design of the house.

- In all instances, there should be at least one Before and After photo taken from opposing views of each room.
- Additional photos of open closets are required.
- Close up photos of personal property and areas with debris should be taken.

Exterior Photo Location Diagram



- Camera locations circled should always be locations Before and After photos are taken from.
- Camera locations not circled are optional locations depending on the size (larger lots) of the lot or unique shape of the house or property.

2. After photos must be taken from the same locations as the before photos.

Before Debris Removal



After Debris Removal



3. Remove items that would be considered debris including items in refrigerator, cabinets, all rooms including closets and exterior debris
 - All trash cans on the property must be emptied. Debris must not be left at the curb, as the city may refuse collection
4. When removing items generally considered “Personal Property” as debris due to their condition, the vendor must complete the “Debris Removal” declaration form and indicate all items being removed were potential life/safety concern or hazard to the property.

Example: Debris Removal Declaration Form

 Debris Removal Declaration							
Property Address:						Date:	
Property ID:							
ITEM	REASON						
Please indicate the reason that the items were identified as debris. Select all that apply.	Quantity	Pest Infestation	Bodily Waste (Animal or Human)	Saturated and cannot be dried	Discoloration, mold, or mildew that cannot be cleaned	Other	Corresponding photo for each item uploaded in VMS?
Beds and mattresses							
Furniture (dressers, tables, etc.)							
Upholstered furniture (couch, chairs, etc.)							
Clothing							
Electronics							
Toys, bikes, swingset, etc.							
Lumber, building materials, etc.							
Installed flooring							
Ceiling, drywall or insulation							
Other:							
I certify that all items removed as debris were potential life / safety concerns or hazards to the property.							
Vendor's Company Name:				Name of Work Crew Supervisor:			

Documenting Volume of Debris

5. Clear and legible tape measurement photos are required of the exact height, length and width of container and/or vehicle being used to remove debris from the property.
 - In addition to tape measurement photos, Altisource also requests “perspective” photos including a person or other recognizable object next to the debris container/vehicle.

Entire Container



Width

Height

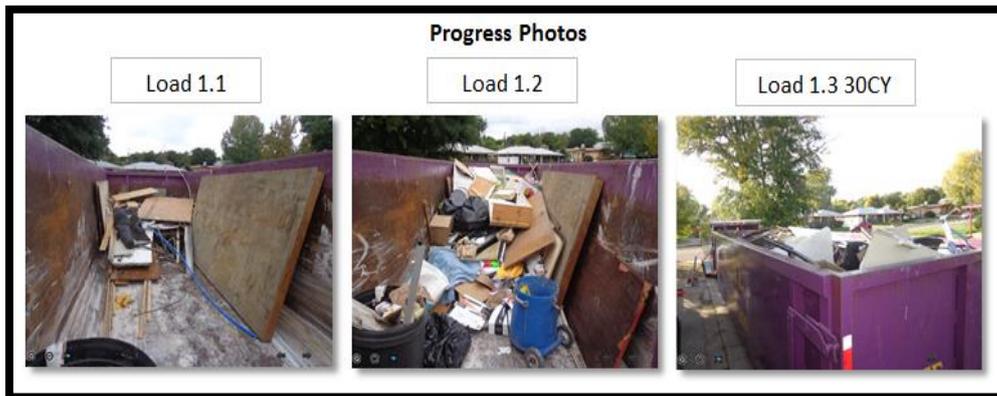


Length



6. Progress (during) photos are required showing the container or vehicle at various stages of the debris removal.

- Load 1.1 = Empty or ¼ full
- Load 1.2 = ½ way full
- Load 1.3 30CY = Full load/30 cubic yards
- Similar model for additional containers
- The use of a white board is another way that shows the loads to justify work being performed

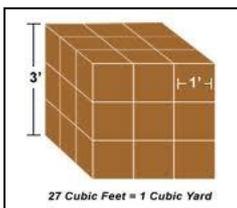


Debris Removal Volume (Cubic Yard) Calculator

7. Debris is calculated by the Cubic Yard. (27 Cubic Feet = 1 Cubic Yard) (3' x 3' x 3' = 27

cubic feet)
Width, Length & Height, in feet, of the container being used:

	Feet	Inches
Width	3	0
Length	3	0
Height	3	0
Cubic Feet:	27.0	



Cubic Yards: 1.00



PHOTO REQUIREMENTS

- **Address Verification:** (Front view, property number & intersection street sign)
 - **Container or Vehicle Measurement :** Tape measure of the height, length & width of the container and/or vehicle
 - **Perspective Photo:** Entire container (include object: broom, person, etc.)
 - **Progress Photos:** From same angle of container and/or vehicle, mark load and photo number – Load 1.1, Load 1.2, Load 1.3, Load 2.1, etc.
 - **Yard Photos:** Use diagrams above for recommended before and after photos
 - **Interior Photos:** Use diagrams above for recommended before and after photos
 - **Personal Property:** If removing “personal property” because of its condition, take clear photos of all items
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