

How To Guide ... Exterior Debris Removal

* The information contained herein serves only as suggested guidelines. Vendors are expected to perform all work according to the specific information in the work item, applicable laws and regulations, and in accordance with industry standards.

Overview

Debris Removal orders are required for the removal of any debris that may pose a risk to the property, result in code violations or may interfere with performing yard maintenance work such as grass cuts.

Guidelines

- Remove Items that add value to the property, are in good condition, and are an integral part of the property (such as a swing set, doghouses or fenced kennels) must not be removed.
- All trash cans on the property must be emptied. Debris must not be left at the curb, as the city may refuse collection.

Debris, Personal Property or Hazard Material

- **Debris is defined as discarded material with no apparent value and include items that are in a decaying or rotting state.**
 - Deteriorated fabric
 - Fallen tree limbs
 - Rotting wood
 - Cardboard boxes
 - Plastic bags or wrappers
- **Personal Property is defined as items that may have a monetary value. Personal property is never removed from the property, but rather moved into a pile in the backyard, shed, garage, or basement for preservation. A separate Line Item is designated to move personal property. See examples of personal property below:**
 - Bird baths
 - Trampolines
 - Grills
 - Fireplace wood
 - Building materials
 - Stacked bricks
 - Patio furniture
- **Hazardous material is defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a hazard to human health or the environment. There are designated Line Items for most hazardous material and must be used when possible. If the material is outside of the Line Items mentioned, the Hazard Material Line Item can be used.**

Existing Line Items

- Tire Disposal (Up to 40 tires)
- Cleaning Refrigerator/Freezer
- Gas/Propane Can Removal
- Paint/Oil Cans Removal
- Fecal Toilet Cleaning

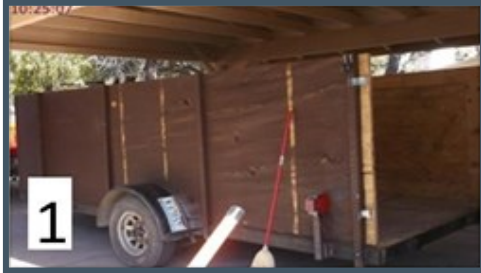
Examples of other Hazardous Material

- Pool chemicals
- Medical waste
- Pesticides

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Container Measurement Guidelines

- Photos are required showing the measurements of the container used for the Debris Removal order.



1
Photos of ENTIRE CONTAINER for “perspective”



2
Photo showing the HEIGHT of the container



3
Photo showing the WIDTH of the container



4
Photo showing the LENGTH of the container

- Since Altisource only pays for volume within the container, container measurements are crucial. Be sure to measure volume within the walls of the container and not volume exceeding the size of the container.

Definition of a Cubic Yard (CY)

- A cubic yard is defined as 3' x 3' x 3' or 27 cubic feet and is measured by volume, not weight or content.

Progress Photos

- While performing the Clean Out order, you must document the progress with photos showing the work being completed. Indicate the load number and total CY per load (i.e. Load 1.1, Load 1.2, Load 2.1, Load 2.2, etc.)

Load 1.1



Load 1.2



Load 1.3 30CY



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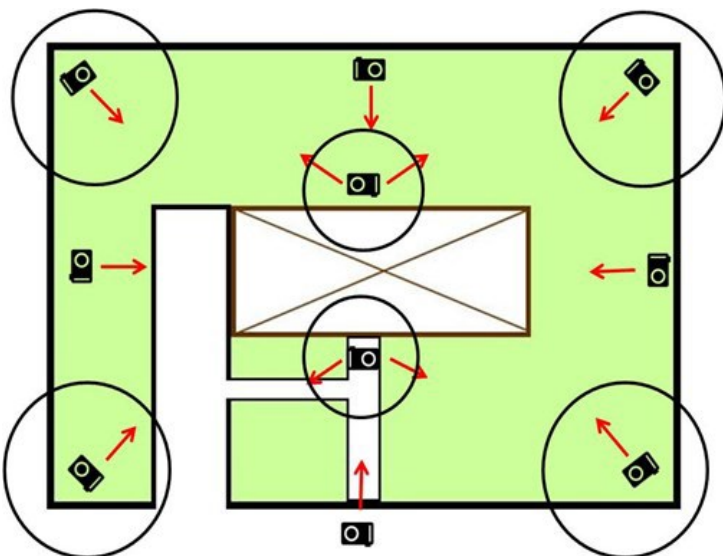
Photo Requirements

Standard Required Photos

- **Address Verification:** (Front view, property number & intersection street sign)
- **Container Measurements:** Tape measure of the height, length & width of the container
- **Perspective Photo:** Entire container (include object: broom, person, etc.)
- **Progress Photos:** From same angle of container, mark load and photo number- Load 1.1, Load 1.2, Load 1.3, Load 2.1, etc...
- **Yard Photos:** Before Front, Sides & Back
- **Yard Photos:** After Front, Sides & Back
- **Interior Photos:** Before photos of each room in house
- **Interior Photos:** After photos of each room in house (same angle and location as "before" photos)
- **Minimum Photos Required:** 20
- **Maximum Photos Allowed:** 100

Yard Photo Locations

The diagram below shows the photo expectations for yard photos. A "Before" and "After" photo should be taken from each location on the diagram.



NOTE: By the time the order is reviewed, the trash and debris is already disposed of; therefore, it is critical to document the Debris Removal orders accurately through clear photo documentation.