

# How To Guide ... Clean Outs

\* 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

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

## Interior Guidelines

- Remove all items from closets, shelving and cabinets
- Remove all trash and debris from attic, basement, garage, and storage areas
- All personal effects (e.g. furniture, clothing, dishes, tools, toys, utensils, etc.)

**Rule of Thumb:** Items that are not physically attached to the house will most likely need to be removed.

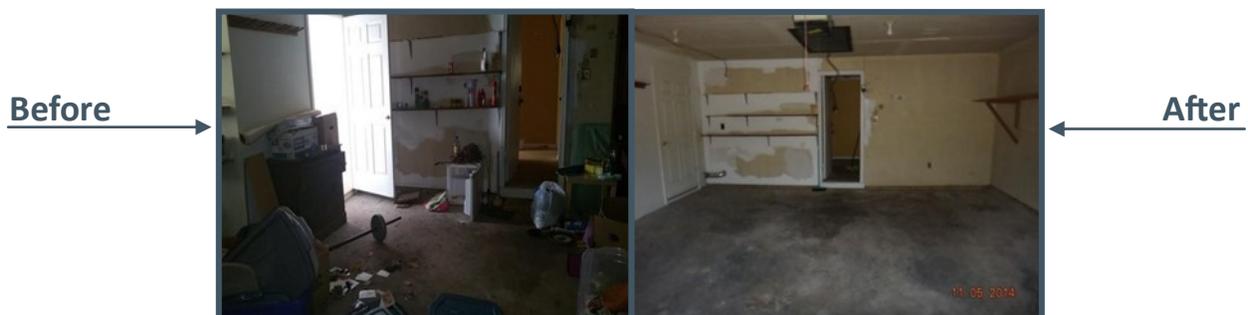
## Exterior Guidelines

- Items that add value to the property, are in good condition, and are an integral part of the property (such as a swing set or doghouse/fenced kennel) should 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

## Clean Out Requirements

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

## Before and After Photos

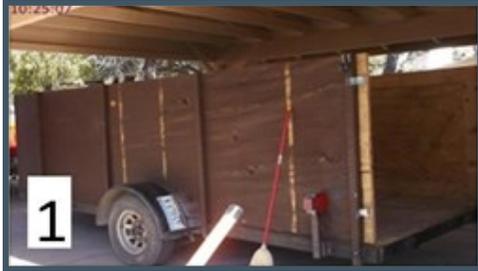


- Before and After photos should be taken from the same basic location and angle

# Clean Outs

## Container Measurement Guidelines

- Photos are required showing the measurements of the container used for the Clean Out order.



Photos of ENTIRE CONTAINER for “perspective”



Photo showing the HEIGHT of the container



Photo showing the WIDTH of the container



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





## 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

### Room Photo Locations

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

