

# How To Guide ... Snow 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

- Snow removals are issued once Altisource® verifies snow is starting to accumulate in the area. Vendors are required to perform the necessary snow removal functions to maintain the property and avoid any code violations of local ordinances.
- Snow removal is required by municipalities for the front sidewalk of a property in order to maintain clear and safe access for postal workers, public safety officials and the general public.

## Guidelines

- Snow removal will include the removal of snow from the front sidewalk and the walkway to the front door

Walkway to door cleared of snow →



Sidewalk cleared of snow →



- Snow must be removed from the driveway sufficient to park one car without blocking the sidewalk or street

Driveway cleared of snow sufficient to park one car →





## Photo Requirements

### Standard Required Photos

- **Address Verification:** (Front view, property number and intersection street sign)
- **Clear Paths:** Driveway, walkways, and front steps (“Before” and “After”)
- **Property Photos:** Front, side and rear view of property (before and after snow removal)
- **Notices:** Photos of any posted notices, code violation or marketing signage
- **Minimum Photos Required:** 15
- **Maximum Photos Allowed:** 45

- “Before” and “After” photos should be from the same location and angle. See example below:

Before



After

