

ORANGE TREE UTILITY CO INC

Bank Foreclosure Procedures/Policies

In the event a bank resumes ownership of a property our office will need the following information:

1. Official notification from “Owner” assigning a Management Company and then onto a Broker the legal authorization to represent their interest in the property regarding the Water/Sewer services.
 - a. This form must:
 - i. Dated, can’t not be expired.
 - ii. signed by the “Owner” or legal representative
 - iii. have the property address listed
 - iv. Clearly conveying limited power of attorney or authorization to represent interests regarding the Utility Billing for the property.
2. The managing Broker or Agent will then be eligible to receive detailed billing regarding the property
3. Copy of the Warranty Deed evidencing ownership (if this cannot be provided we can look this information up online)
4. All past due balances, penalties, fines, and violations must be paid in full or brought into compliance before the water is restored. (including but not limited to Cross Connection Certification a/k/a Backflow Certification)

Please note we are unable to accept generic emails which do not have letterhead, contact information, or signed by the Owner or Owner’s legal representative.

If the Listing Agreement does not include the verbiage regarding the ability to represent the Owner’s interest pertaining to Water and Sewer Billing or “Utilities”; please do not include this as it is not something we can keep on file.

Majority of the reasons why documents are rejected are:

1. Limited Power of Attorney not being provided or executed
2. Listing Agreements not providing authorization for Agent to represent “Owner’s” interest in Utility Bills
3. Listing Agreements not being executed or being expired.
4. Physical address not listed within the documents
5. Not receiving proper transfer or assignment from “Owner” to “Agent”

We are always willing to provide a balance that is owed. Without the above referenced information we are unable to provide detailed account charges.