

# MEMORANDUM

**To:** All Preservation Crews  
**From:** Property Preservation Department, Wolverine Real Estate Services  
**Date:** September 26<sup>th</sup> 2013  
**Re:** Safety Issues Regarding Conveyance Condition

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Due to recent communications with our clients and several non-compliance letters received from HUD Wolverine finds it necessary to follow up with all contractors to ensure the highest level care is taken when reporting the condition of a property. It has been noted that safety issues present at properties are not being properly document by the DPR, Bids and/or photos.

Often times due to the nature of the properties we are maintaining there are many cosmetic issues and damages, some of which require further attention.

One such issue that can be found at most properties is a trip hazard. HUD has defined a trip hazard as any transitions in the flooring, such as hardwood flooring to vinyl flooring, carpet to tile, etc. needs to have something, such as tape, carpet bar, nosing, etc. to make it a smooth transition. If there is a devise in place then it should be sufficient for the transition and if there is not one in place a bid to install an appropriate devise must be submitted. Also, any hole, depression, a weak or soft spot should be reported and bid to repair should be submitted. When providing a bid for any type of repair or transition is provided at the end of the bid note "Trip Hazard."

Other than transitions in flooring other trip hazards may include loose cords, torn carpeting or any other unsafe obstruction.

Another common area of a property that may require repairs are any interior or exterior stairways or ramps. It is important to communicate any concerns with the steps, ramps or railings that can make these structures unsafe.

There are various other safety issues that may be found at a property. It is a must to always report **and** as needed bid these items with details and photos to support. Beyond liability issues these matters if ignored may result in the property being re-conveyed back to our client. In those cases any follow up repairs or work needed due to the oversight may be your responsibility.

**It is unacceptable for any reason to overlook any issue that could result in an accident, injury or liability of any type.**

We appreciate all of your hard work, thank you

Wolverine Real Estate Services