

## MEMO

**To:** All Wolverine Inspection Contractors  
**From:** Property Inspection Department, Wolverine Real Estate Services  
**Date:** May 20, 2013  
**Re:** Interior Inspection Photo Requirements

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For Interior Inspection Orders you receive from our office for vacant properties previously secured by Wolverine, the following photos are the minimum required with each submitted result:

- 1 photo of front of property with clearance on each side of the building
- 1 photo of the address
- 1 photo of the street sign
- 1 photo of **each** indicator that a property is occupied, if applicable
- Wide angle photo of each exterior side
- Wide angle photos of each interior room showing the walls, floors and ceilings
- Photo of all postings at the property
- Photos of each reported damaged area
- Photos of the mechanical systems and utility meters

With respect to the Interior Inspection Forms to complete, all boxes must be marked yes/no unless you can't gain access to the property. If you are unable to get inside the building, provide a reason with supporting photos.

If you mark "yes" to any of the boxes related to damages, please include additional comments describing the damages in detail.

If you have any questions about these requirements or any other procedure related to Interior Property Inspections, please do not hesitate to contact Jennifer Smith in our office at 248-586-9779 extension 112.