

MEMORANDUM

To: All Preservation Crews
From: Property Preservation Department, Wolverine Real Estate Services
Date: July 17th 2013
Re: Violation Work Orders

This memo is a reminder to our entire field representatives how to handle work orders that deal with code enforcement, violations and work that will require inspections.

We must remember that we are the first line of communication between our clients and the city. When you are actively working on a property to cure open violations or completing any work that will need an inspection when completed contacting the appropriate party to schedule the inspection is essential to the full completion of the work order.

Completing this work will not only speed up our time frame in conveying a property timely but also allow us to build a relationship with the city that will benefit us in the future.

As always, if you have any questions please do not hesitate to contact us.

We appreciate all of your hard work, thank you

Wolverine Real Estate Services