

MEMORANDUM

To: All Preservation Crews
From: Property Preservation Department, Wolverine Real Estate Services
Date: November 1st, 2013
Re: Details and Dimensions

Please be advised that we have had communication with our clients where they have stressed the need for dimensions and details for each line item in a bid. Our clients and in turn Wolverine will not be able to accept bids that do not contain this information. Such work orders will be subject to rejection within the Oasis system.

Commonly bid items that we receive that do not contain this information are listed below. The following list are only examples, such information is needed on any line item bid that is applicable.

BID LINE ITEM

INFORMATION NEEDED

Securing of pools

Length and width and type of cover being bid

Mold Remediation

Size and location of all affected areas

Window reglazing/boarding

Size and location of window, single or double pane

Roof tarping/repairs

Size and location of effected area

Roof replacement

Size of roof, materials needed, dimensions of materials being used (flashing, drip edge, etc...)

Trimming of vegetation

Dimensions and location of tree/shrub/bush including approximate cubic yardage of trimmings to be removed

Replacement of plumbing

Length and size of materials needed, locations of missing plumbing

As the industry changes and regulators require more information it has become a necessity to provide cost estimates to our clients. We highly recommend if you have the ability to provide one as further support of your bid that it is included in your update. When a work order specifically requires that a cost estimate be provided and you are not able submit one, Wolverine will complete one for you at a moderate charge.

To that effect, Wolverine will be completing cost estimates as well using the details provided by you or your office. In the case where the cost estimate is noticeably less than the field bid we may ask that the bid be lowered and/or the approval may be cut due to this information. This is another purpose of including as much detail as possible with each line item.

We appreciate all of your hard work, thank you

Wolverine Real Estate Services