

MEMORANDUM

To: All Preservation Crews
From: Property Preservation Department, Wolverine Real Estate Services
Date: March 19, 2013
Re: Bidding and Damage Reports

Recent communication with our clients has created the need for a more thorough procedure when completing work orders, namely Initial Secure work orders.

The following information takes precedence over any previous procedure you may have had in place when submitting updates to Wolverine in regards to what bids are provided and what is listed on the Damage Report (DPR).

During an initial secure we require a full set of photographs to be taken of the entire property, interior and exterior and at least two of each room taken from opposing corners. These photos need to show the entirety of the property, floor to ceiling and every wall including outbuildings. When creating your bid for the update we require that your bid contain all that is needed to convey the property, including but not limited to; debris, mold, damages that will continue to harm the property, etc....

Along with supporting photos and the bids, if needed, a DPR must be filled out that includes all damages found at the property. This includes all major damages as well as cosmetic damages. Please remember, if vandalism is found at the property and a police report is needed file one at this time. At this time damages that can be classified as cosmetic do not need accompanying bids, only damages holding up conveyance and/or causing further damage to the property are needed.

If you are at a property and due to excessive debris or other extenuating circumstance you are not able to determine and/or fully assess damages you must convey this, at minimum, on the PCR.

When an Initial Secure is updated to Wolverine our clients should have a complete view of the property both from the detailed and date stamped photos as well as the documents (PCR, DPR, Bids, postings) provided. This complete condition of the property also includes ensuring that if any type of document (violation, city notice, etc...) is present that photos are taken that allow our clients to fully read the notice or you take the posting and send it in with the update. It is also imperative that the presence of this notice be documented at minimum on the PCR.

Wolverine and subsequently all contractors will be held responsible for this information. If on a later visit to the property damages and/or bids are provided that could have been reported and bid on the initial secure the responsibility to cure/repair such issues will be on the contractor. This of course excludes the presence of newly found debris and or damages; these must be reported with the date of discovery noted.

Finally, on any successive work order we will need updated photos and bids of all remaining conveyance and damages still at the property that have not been previously resolved. It is imperative that bids do not contain items that have since been remedied.

This and all other memorandums can be found on our website, www.fieldinspection.com

We appreciate all of your hard work, thank you

Wolverine Real Estate Services