

MEMORANDUM

To: All Preservation Crews
From: Property Preservation Department, Wolverine Real Estate Services
Date: April 11, 2012
Re: Theft and Vandalism/Police Reports

In an effort to improve the level of communication for all parties involved we would like to stress the importance of obtaining a police report anytime theft or vandalism is discovered at a property.

When at a property and theft or vandalism is found contact the police immediately to report the issue(s). If a patrol is willing to come to the property it is possible that there will be some wait time. In these cases it is reasonable to charge twenty dollars an hour in wait time (before discount). Any documentation, including a case number, acquired during this process is required to be sent in with your photos and other paperwork to update the work order.

If for any reason the police deny your request to have a police report filed please make sure to list that on the PCR and/or memo as well as reporting all damages/issues.

Thank you again for your work and continued efforts to increase our communication and productivity.