

March 5, 2012

To: All Wolverine Contractor Inspectors

From: Jennifer Smith, Manager

Inspection Department

Determining Occupancy on Private Drives

Determining whether a property is occupied can be difficult when it is located on a private drive that does not permit access to the home for a visual confirmation.

To assist you, we provide you with the following instructions:

Property on private drive and is visible from the road

Inspectors should make contact with neighbors and report occupancy based on the information gathered. Please note that contact with neighbors is **not** to be made on bankruptcy or other types of no contact inspections.

Property on private drive and is not visible from the road

Inspectors should report the occupancy as unknown. In the comments, note either occupied or vacant per a neighbor and advise that a description cannot be provided because the property is not visible and is on a private drive.

These instructions must be followed immediately. Inspectors will be sent back to a property if they do not check with neighbors when permitted. If an Inspector cannot make visual determination and the inspection is not ordered as no contact, Wolverine requires the Inspector to make contact with a neighbor or someone at the property.

If you have any questions, please do not hesitate to contact me.