



- PROPERTY INSPECTIONS
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- PROPERTY PRESERVATION
- PROPERTY REHABILITATION
- PROPERTY RISK MANAGEMENT
- EVICTION SERVICES

**WOLVERINE**  
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Dear Inspectors,

January 17, 2018

I want to take this time to tell you what a good job you have done over the past year. Wolverine appreciates your hard work and long hours. Some of you have also had to endure natural disasters, and extreme weather conditions. Of course ours is a job where “the devil is in the details”. We must be sure to document all damages and deficiencies at a property with comments and photos. The requirements below have not changed, and I like to report as a group we are doing better and better. However there are still some areas where we must improve, and in doing so we will better protect ourselves from trivial claims, and to better protect all interested parties.

Those areas are the same as mentioned in past years and in several memos. We must provide photos of the backyard, and the rear windows and doors. If these areas are not inspected properly, and photographed, than we cannot say a house is secure, undamaged and not a hazard to the community. This is where we find most of the utility meters, piles of raw garbage, the broken window used by vandals, an unsecure door used by a squatter, and pools and spas that can create a hazard for the community and a liability to you, and all the interested parties.

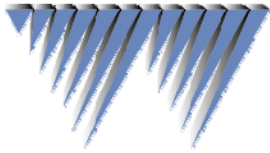
Please take your time to read these and make sure that anyone that works with you is aware of them as well.

1. **You must provide photos of the backyard and the rear doors and windows of all vacant properties.**
2. **You must provide photos of all four sides of the house and all outbuildings**
3. **If you cannot access the backyard and rear of the house, you must provide a reason why and photos to support**
4. **When inspecting a vacant property you must provide photos of the utility meters, or explain why you cannot with photos to support**
5. **You must provide photos of all rooms to include the walls, ceilings, floors, fixtures and appliances when completing interior inspections**
6. **You must provide photos of all damages and deficiencies**
7. **You must provide photos of the gate, door and/or front of the building or complex when you are denied access to the unit we have been asked to inspect**
8. **You must provide any and all contact information you can find when you are denied access to the unit we need to inspect**
9. **You must provide an explanation describing your efforts to make access to a secured complex or building**

I want to be sure you are aware that Wolverine has a form letter (attached) approved by our client’s and their council to leave at the door or gate of a secure complex. This greatly helps you accomplish numbers seven through nine, from the list above.

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I appreciate your continued cooperation and consideration to these and all the requirements you must be aware of. I appreciate your attention to detail, documentation and the photos you provide. I look forward to any suggestions or ideas you have to make your job easier.

Thank you,  
 Mark Dorchen, CEO  
 Wolverine Real Estate Service, Inc.  
 26711 Woodward Ave., Suite 305  
 Huntington Woods, MI 48070  
 248-586-9779, ext. 106  
 Please visit our website at [www.fieldinspection.com](http://www.fieldinspection.com)



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● PROPERTY RISK  
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