

# Occupancy Checklist for REO Supplier

Use this checklist during initial property visit and provide copy of completed checklist back to client following visit.

**Note: Not required for Eviction and Cash For Keys.**

## Supplier Information

Contact Name:	Phone:
Company Name:	
Property Address:	Unit Number:
REO ID #:	Date of Visit:

## Exterior Property Assessment

Discrepancy in street name, number or direction may indicate incorrect address. If discrepancy is found, document in detail below and provide photos.

<b>All properties</b>	1. Have you taken a picture of the street sign? <input type="checkbox"/> Yes <input type="checkbox"/> No . please explain.
	2. Does the directional component of the property address (ex.: S, N, NE, SW) match <b>exactly</b> the directional component on the work order? <input type="checkbox"/> Yes <input type="checkbox"/> No . please explain.
	3. Are you able to see inside the home? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are there any personals inside the home? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unverifiable
	4. Are you able to see inside the garage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are there any personals inside the garage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unverifiable
	5. Verify the status on the following utilities: <b>Gas</b> <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable <b>Electric</b> <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable <b>Water</b> <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable

<b>SFR only</b>	6. Have you taken a front picture of the house? <input type="checkbox"/> Yes <input type="checkbox"/> No . please explain.
	7. Have you taken a picture of the house number? <input type="checkbox"/> Yes <input type="checkbox"/> No . please explain.

<b>Multi-family only</b>	<p style="text-align: center;">Complete a separate checklist for each unit. In the question below, circle the unit number you are reviewing on this form.</p> 8. Describe all units: <b>Unit 1:</b> Number (if visible) or location: _____ <b>Unit 2:</b> Number (if visible) or location: _____ <b>Unit 3:</b> Number (if visible) or location: _____ <b>Unit 4:</b> Number (if visible) or location: _____ <p style="text-align: center;"><i>Use the Comments section below to describe additional units.</i></p>
	9. Have you taken a picture of the unit you are reviewing? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Condo s only</b>	10. Are you at the correct building? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Is there a management office on site? <input type="checkbox"/> Yes <input type="checkbox"/> No
	12. Does the door show a unit number? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Have you taken a picture of the building or unit #? <input type="checkbox"/> Yes <input type="checkbox"/> N/A

## Occupancy/Vacancy Assessment

Evident Signs of Occupancy – if “Yes,” do NOT proceed with work	Possible Vacancy Indicators (If answer is “Yes”)
People present? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vandalized windows or doors? <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity or noise coming from the house? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vacancy notice posted on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other dated notices posted (ex.: city code violation)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, specify:</i>	

You determine property to be  vacant or  occupied by  owner  tenant  other \_\_\_\_\_  unknown.

*Enter additional reasons for your determination in the Comments section below.*

### How to Proceed based on Occupancy Determination:

<b>Occupied</b>	Do <b>NOT</b> proceed with work, take photos only and provide status back to client.
<b>Vacant</b>	Access property from one door . use back or side door, if present. If upon entry: <ol style="list-style-type: none"> <li>You discover personal property or other evidence of occupancy, then . take photos, secure door immediately (do not rekey all other doors), post a vacancy notice (if not present on property) and provide status back to client. Also use Comments section below to describe.</li> <li>You do <b>not</b> discover personal property or other evidence of occupancy, then . take photos, complete Initial Services and provide status back to client.</li> </ol>

## Comments and Additional Observations