

# FIRST TIME VACANT VERIFICATION PROCESS

## First Time Property Vacancy Certification

The servicer must be able to obtain a signed copy of the inspection report first reporting the vacancy, in which the person who actually performed the inspection certifies that he/she has personally gone to the property location and confirmed that the property is vacant.

BACFSC requires servicers to certify first time vacant properties. As a result of this new guideline, vendors must sign this letter to certify first time vacant properties.

Work Order #: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Vendor's Name (Printed): \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_

Vendor's Company Name (Printed): \_\_\_\_\_

**By signing this document you certify the property inspected on the work order referenced above is vacant.**