

# 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>	Complete a separate checklist for each unit. In the question below, circle the unit number you are reviewing on this form.		
	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: _____ Use the Comments section below to describe additional units.	
	9.	Have you taken a picture of the unit you are reviewing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Condos 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
If yes, specify: _____	
You determine property to be <input type="checkbox"/> vacant or <input type="checkbox"/> occupied by <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other _____ <input type="checkbox"/> unknown. Enter additional reasons for your determination in the Comments section below.	
<b>How to Proceed based on Occupancy Determination:</b>	
<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: 1. 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. 2. 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.

## Comments and Additional Observations