

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.

All properties	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 exactly 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: Gas <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable Electric <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable Water <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Unverifiable	
SFR only	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.	
Multi-family only	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: Unit 1: Number (if visible) or location: _____ Unit 2: Number (if visible) or location: _____ Unit 3: Number (if visible) or location: _____ Unit 4: Number (if visible) or location: _____ <i>Use the Comments section below to describe additional units.</i>	
	9.	Have you taken a picture of the unit you are reviewing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Condos only	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.	
How to Proceed based on Occupancy Determination:	
Occupied	Do NOT proceed with work, take photos only and provide status back to client.
Vacant	Access property from one door – use back or side door, if present. If upon entry: <ol style="list-style-type: none"> 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 not discover personal property or other evidence of occupancy, then – take photos, complete Initial Services and provide status back to client.

Comments and Additional Observations