



### BSO Documentation Checklist

Contractor Code:

Property Address:

**The below documentation must be uploaded into your completed update on Vendor Web.**

<input type="checkbox"/>	Initial communication with the broker that you are the vendor doing the trash out is documented with phone call and email.
<input type="checkbox"/>	The date the initial services are completed is documented.
<input type="checkbox"/>	Work completion communication to the broker is documented with phone call and email.
<input type="checkbox"/>	The date and time the meeting with the broker will take place at the property to complete walk through and sign off together is documented.
<input type="checkbox"/>	The date, time and person you are meeting while the walk through at the property is taking place is documented with photos of the walk through and a signature sign off from the broker.
<input type="checkbox"/>	If the meeting did not take place, documentation on why is included with specific information.

Notes/Comments:

I hereby confirm that the above items have been completed as required. All applicable required photos will also be submitted with this order.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)