



Confidentiality Statement

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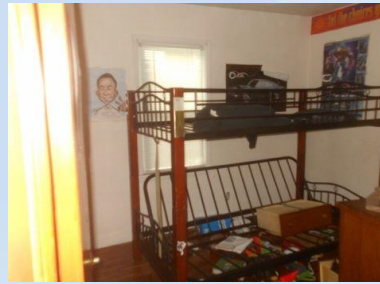
Personal Property

Clients determine the threshold and vendors assess the garage sale value.

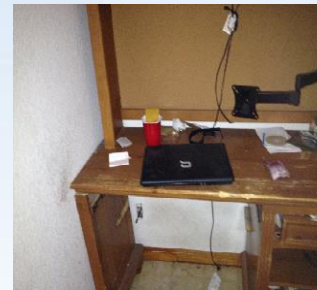
- An item should not be classified as having zero value just because it's located outside, thrown about, or dust covered
- Assess the value as if the item went through a reasonable amount of cleaning and sold at a garage sale.
- Do not remove items if accumulative assessed garage sale value is above the clients threshold
- Ensure you carefully follow the work order. Clients have specific instructions on items such as automobiles.

Look closely at items that may be in the mix of clutter. Just because property is in piles or looks like it is ready to haul away, does not by itself classify it as having zero value, nor necessarily reduce its value if it were clean, organized neatly, or separate from other items

Assess Value

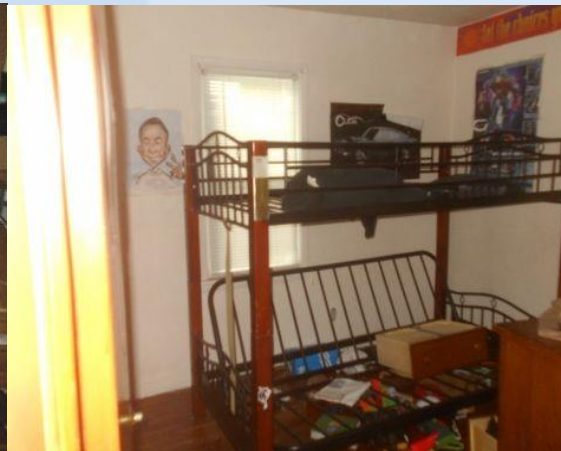


- Distinguish between property (interior or exterior) that is merely dirty or dust-covered.
- Properly photo documenting items to validate their condition is of the utmost importance prior to removing as debris.



Work Order Example:

If accumulative personal property has a garage sale value of \$300 or greater (excluding affixed exterior items such as per kennels, swing sets or attached grills). Bid must include quantity, approximate value inventory list and bid to remove and store for 30 days.



$\$125$ (mower) + $\$75$ (laptop) + $\$50$ (Bed) + $\$20$ (TV) = $\$270$

Here are a couple of links that can assist as a guide to assess “garage sale” value.

http://www.goodwill.org/wp-content/uploads/2010/12/Donation_Valuation_Guide.pdf

<http://www.voago.org/Give-a-Gift/Donate-Your-Used-Goods/Donation-Value-Guide>

Proper Photo Documentation



When reporting personal property vs. debris it may require two photos to properly document the condition. The condition will dictate if an item has value. For example, the above shows two lawn chairs that appear from afar to have garage sale value; however, from near they are rusted and have no value. It is crucial to show the condition of the items. This includes photo documenting that they are broken or rusted if deeming them debris

There are times when items with personal information or financial information are present at a property. These items should not be removed. They should be gathered neatly and placed into a safe spot on the first floor. Proceed with the remainder of the debris removal, place a bid to store the items with personal information.

Examples of personal information:

- Birth
- Death
- Tax
- Military
- Health and insurance paperwork
- Business records
- Deeds, Liens, other legal papers
- Files and file folders
- Lockboxes and safes
- Mail of any kind





If guidelines and proper photo documentation is not followed, and a claim is filed by the mortgagor, you will be responsible to indemnify Safeguard and/or the client for reimbursement to the mortgagor of the cost of the item(s).

If there are questions on how to properly identify personal property you can reference the linked charts that provide “garage sale value” and follow the work order instructions as well as the total thresh hold. This together will allow a good decision on reporting personal property vs. debris.

