

Secure Authorization Checklist

Prior to performing a Lock Change, a Supplier Authorization Checklist is to be completed for all Pre-Sale Services

Overview

Before performing a lock change, complete all sections of this checklist and contact the Secure Authorization Call Center at 1-888-406-8940. A representative will review the checklist with you and will provide either, (1) an Authorization Number to perform the lock change, or (2) validate that you are at the correct property or (3) further instructions if a lock change should not be performed.

If you receive an Authorization to enter, and then find that the home is occupied, take supporting photos, leave the apology letter, then promptly exit the property and call back into the Secure Authorization Call Center (SACC).

QUESTIONS	YOUR ANSWERS
Client:	
Supplier Name (please print):	
<i>Phone Number:</i>	
Contact Name (please print):	
Property Address:	
Work Order #:	
<i>Completion Date:</i>	
Phone Number:	

Listed For Sale Instructions:

Supplier must attempt to contact the agent within 24 hours of the order receipt date

QUESTIONS	YOUR ANSWERS		
Did the agent request no work be completed at the property?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the agent sign the release of liability?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

A copy of a completed checklist must be submitted with completion results for all initial secure services. Failure to comply could result in non-payment for the work order.

QUESTIONS	YOUR ANSWERS		
1. Have you taken a picture of the street sign?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Does the street sign match the street name on the work order?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Have you taken a front picture of the house?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you taken a picture of the house number?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Does the house number match the number on the work order?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

6. Is there a directional component (e.g. North, South, East, West) in the address in the work order?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the street sign have the same directional component?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Describe the exterior features by checking items a-i:			
a. Is the property a mutli-unit dwelling?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If a duplex, are you on the correct side?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. If a condo, are you at the correct building?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. If a condo or duplex, are you at the correct unit?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you taken a picture of the building number and unit number?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Pool and/or Spa?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Housing Material	Brick	Siding	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. How Many Stories?	One Story	Two Stories	
	<input type="checkbox"/>	<input type="checkbox"/>	
i. Entrance to the property	Rear Entry	Garage: Front Entry	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are you able to view personal belongings inside the home?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are you able to view any personal belongings inside the garage?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Estimated value of the personals?	\$		
c. Are the utilities on?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you answer Yes to 2 out of the 3 questions in Section 9, DO NOT proceed with secure.</i>			

10. Circle all signs of vacancy that apply to the property

- | | |
|---|---|
| <input type="checkbox"/> There are open/unlocked windows or doors | <input type="checkbox"/> No cars in the driveway |
| <input type="checkbox"/> There is vandal damage to the property | <input type="checkbox"/> No activity or noise coming from inside the home |
| <input type="checkbox"/> Yard is overgrown and not maintained | <input type="checkbox"/> No animals or pets at the property |
| <input type="checkbox"/> Excessive amount of debris is in or around the property | <input type="checkbox"/> No visual confirmation of occupancy |
| <input type="checkbox"/> There is mail or newspapers piled up | <input type="checkbox"/> Pool is present and not maintained |
| <input type="checkbox"/> Garbage/recycle bins appear ready for pick up | |
| <input type="checkbox"/> Verify that all Utilities are off: Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> | |

SACC Representative Contacted: _____

Authorization# _____