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):	
Phone Number:	
Contact Name (please print):	
Property Address:	
Work Order #:	
Completion Date:	
Phone Number:	

Listed For Sale Instructions:

Supplier must attempt to contact the agent within 24 hours of the <u>order receipt date</u>

QUESTIONS	YOUR ANSWERS		
		YES	NO
Did the agent request no work be completed at the property?		☐	☐
		YES	NO
Did the agent sign the release of liability?		☐	☐

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		
	YES	NO	N/A
1. Have you taken a picture of the street sign?	☐	☐	☐
2. Does the street sign match the street name on the work order?	☐	☐	☐
3. Have you taken a front picture of the house?	☐	☐	☐
4. Have you taken a picture of the house number?	☐	☐	☐
5. Does the house number match the number on the work order?	☐	☐	☐

6. Is there a directional component (*e.g. North, South, East, West*) in the address in the work order?	YES ☐	NO ☐	N/A ☐
7. Does the street sign have the same directional component?	YES ☐	NO ☐	N/A ☐

8. Describe the exterior features by checking items a-i:

	YES	NO	N/A
a. Is the property a mutli-unit dwelling?	☐	☐	☐
b. If a duplex, are you on the correct side?	☐	☐	☐
c. If a condo, are you at the correct building?	☐	☐	☐
d. If a condo or duplex, are you at the correct unit?	☐	☐	☐
e. Have you taken a picture of the building number and unit number?	☐	☐	☐
f. Pool and/or Spa?	☐	☐	☐

	Brick	Siding	Other
g. Housing Material	☐	☐	☐

	One Story	Two Stories
h. How Many Stories?	☐	☐

	Rear Entry	Garage: Front Entry
i. Entrance to the property	☐	☐

	YES	NO	N/A
9. Are you able to view personal belongings inside the home?	☐	☐	☐
a. Are you able to view any personal belongings inside the garage?	☐	☐	☐
b. Estimated value of the personals?	$		
c. Are the utilities on?	☐	☐	☐

If you answer Yes to 2 out of the 3 questions in Section 9, DO NOT proceed with secure.

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

☐ There are open/unlocked windows or doors

☐ There is vandal damage to the property

☐ Yard is overgrown and not maintained

☐ Excessive amount of debris is in or around the property

☐ There is mail or newspapers piled up

☐ Garbage/recycle bins appear ready for pick up

☐ Verify that all Utilities are off: Gas ☐   Electric ☐   Water ☐

☐ No cars in the driveway

☐ No activity or noise coming from inside the home

☐ No animals or pets at the property

☐ No visual confirmation of occupancy

☐ Pool is present and not maintained

SACC Representative Contacted: _____

Authorization# _____

SECURE AUTHORITION CHECKLIST