Wells Fargo Posting Requirements

Wells Fargo requires proper photo documentation of the required postings on every single property, regardless of when or why the posting was placed on the property. Failure to install the Wells Fargo posting correctly or failure to document the posting requirements correctly could result in financial penalties. Please see the below rules regarding the proper installation and documentation of the Wells Fargo Posting Requirements:

- There should only be ONE Wells Fargo Posting at the property at any time.
- The Wells Fargo “First Time Vacant” Posting should only ever be located on the front door.
- The Wells Fargo “Post Secure” Posting should only ever be located on a window.
- There should be NO Safeguard Properties postings posted; any existing Safeguard Properties or alternate field service company postings should be removed.
- You are required to photo document the correct posting on every Inspection and Maintenance order. Photos must include correct document within the door (FTV Posting) or window (Post-Secure), and close-up photos showing all portions of the posting have been filled out properly.
- If the property is occupied, document how this was determined and do no work. No postings will be required.

*You are required to carry color copies of the below documents. Printable Versions of these documents are available on www.spivendor.com

First Time Vacant

Post Secure

---

Work order/inspection number: 
ContractorUnique ID: 
Contractor/Company Name: 
Property Address: 
Property Registration Number: 

Upon arrival to the property, confirm your work order type and following instructions:

➤ **Exterior Inspection Only (First Time Vacancy Posting Required):**

1. If there is NO posting present on a window or a door, complete the FTV Posting in its entirety and post on a front door ONLY.
2. If there is a posting present, determine the location of the posting:
   - If FTV posting is on a door, confirm it has been placed securely and filled out correctly. Document the existing posting and no additional posting is required.
   - If FTV is on a window, remove and complete new FTV Posting in its entirety and post on the front door ONLY.
   - If on a window but is not a First Time Vacant posting, it must be removed. Complete the correct First Time Vacant posting in its entirety and post on a FRONT DOOR only.

➤ **Interior and Exterior Inspection (Post-Secure Posting Required):**

1. If there is NO posting present on a window or door, complete the Post-Secure Posting in its entirety and post on a WINDOW only. A glass storm door or glass pane on a door does not count as a window.

2. If there is a posting present, determine the location of the posting:
   - If on a door, it must be removed. Complete the correct Post-Secure Posting in its entirety and post on a WINDOW only.
   - If on a window but is not a Post-Secure Posting, it must be removed. Complete the correct Post-Secure posting in its entirety and post on a WINDOW only.
   - If on a window and the correct Post-Secure Posting and filled out in its entirety, it may remain.

➤ **Initial Secure, Convey Maintenance, WFCCC, Condition Orders (Post-Secure Posting Required):**

1. If there is NO posting present on a window or door, complete the Post-Secure Posting in its entirety and post on a WINDOW only. A glass storm door or glass pane on a door does not count as a window.

2. If there is a posting present, determine the location of the posting:
   - If on a door, it must be removed. Complete the correct Post-Secure Posting in its entirety and post on a WINDOW only.
   - If on a window but is not a Post-Secure Posting, it must be removed. Complete the correct FTV posting in its entirety and post on a WINDOW only.
   - If on a window and the correct Post-Secure Posting and filled out in its entirety, it may remain.
Exceptions:

1. City or county ordinances that prevent postings on the front of the property.
   - The below example is an FTV sticker required to be posted for Cincinnati, OH and placed on a rear door of the property, out of sight from the front view. Vendors are expected to know local city and county regulations where requirements may change. Photo documentation and a copy of the ordinance are required to show any variance of the current procedure.

2. Auction signs posted by the city or in care of Wells Fargo. These will generally contain contact information, auction dates, and details about the property and can be placed on the property or as signs in the yard. Photo documentation of these postings must be provided in the work order; however these signs do not need to be removed.