

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

First Time Vacant WF2112

THIS IS NOT A NOTICE OF EVICTION, RENTAL OR SALE.

As of the inspection date shown below, the property inspector has determined this property is no longer occupied, appears vacant or has been abandoned.

The property will be temporarily secured and maintained against future deterioration.

To secure and maintain this property:

- Door locks may be replaced and doors may be boarded to protect the property.
- One door lock will be left unchanged, when possible, to allow the property owner or any former occupant access to this property.
- The plumbing system may also have been winterized to prevent damage during freezing temperatures.

If this property is not vacant or abandoned, or the property owner or the former occupant needs access to this property, or if you have concerns about the condition of this property, please place a call using the following toll free phone number.

Please be prepared to provide your name and contact information, full property address with unit number, work order/inspection number, Contractor Unique ID, along with the reason for your call.

The phone number listed below is for property maintenance concerns or inquiries only.

1-877-617-5274

Please call 911 immediately in the event of any life-threatening emergency at this property.

Work order/Inspection number: _____ Date: _____

Contractor Unique ID: _____

Contractor/Company Name: _____

Property Address: _____

ESTO NO CONSTITUYE UN AVISO DE DESALOJO, ALQUILER O VENTA.

A la fecha de inspección indicada a continuación, el inspector determinó que esta propiedad ya no está ocupada, parece estar vacía o fue abandonada.

Se realizarán tareas de clausura y mantenimiento transitorias en la propiedad para evitar que se deteriore en el futuro. Para clausurar y mantener esta propiedad:

- Se podrían cambiar las cerraduras y cerrar las puertas con tablas para proteger la propiedad.
- Cuando sea posible, se dejará una cerradura sin cambiar, para que el dueño de la propiedad o cualquier ocupante anterior puedan acceder a ella.
- Además, es posible que se haya acondicionado el sistema de plomería para el invierno, a fin de evitar daños durante las temperaturas bajo cero.

Si esta propiedad no está vacía o abandonada, o si el dueño o el ocupante anterior de la propiedad necesitan acceder a ella, o si usted tiene inquietudes con respecto al estado de esta propiedad, llame al número de teléfono gratuito que se indica a continuación.

Deberá proporcionar su nombre e información de contacto, la dirección completa de la propiedad con el número de unidad, el número de orden de trabajo/inspección y la identificación única del contratista, junto con el motivo de su llamada.

El número de teléfono que se indica a continuación es únicamente para inquietudes o consultas relacionadas con el mantenimiento de la propiedad.

1-877-617-5274 (en inglés)

Llame al 911 de inmediato en caso de una emergencia con riesgo de vida en esta propiedad.

Post Secure

Post Secure WF1913

THIS IS NOT A NOTICE OF EVICTION, RENTAL OR SALE.

The property inspector has temporarily secured and maintained this property to protect it against future deterioration.

To secure and further preserve and maintain the property:

- Door locks may be replaced and doors may be boarded to protect the property.
- One door lock will be left unchanged, when possible, to allow the property owner or any former occupant access to this property.
- The plumbing system may also have been winterized to prevent damage during freezing temperatures.

If this property is unsecured, has been vandalized or if you have concerns about the condition of this property, please call the toll free number shown below.

Please be prepared to provide your name and contact information, full property address with unit number, work order/inspection number, Contractor Unique ID, along with the reason for your call.

The phone number below is for property maintenance concerns or inquiries only.

1-877-617-5274

Please call 911 immediately in the event of any life-threatening emergency at this property.

Work order/Inspection number: _____

Contractor Unique ID: _____

Contractor/Company Name: _____

Property Address: _____ Property Registration Number: _____

ESTO NO CONSTITUYE UN AVISO DE DESALOJO, ALQUILER O VENTA.

El inspector de la propiedad realizó tareas de clausura y mantenimiento transitorias en esta propiedad para evitar que se deteriore en el futuro.

Para clausurar, conservar y mantener aun más la propiedad:

- Se podrían cambiar las cerraduras y cerrar las puertas con tablas para proteger la propiedad.
- Cuando sea posible, se dejará una cerradura sin cambiar, para que el dueño de la propiedad o cualquier ocupante anterior puedan acceder a ella.
- Además, es posible que se haya acondicionado el sistema de plomería para el invierno, a fin de evitar daños durante las temperaturas bajo cero.

Si esta propiedad no se encuentra clausurada, ha sufrido actos de vandalismo o si usted tiene inquietudes con respecto al estado de esta propiedad, llame al número de teléfono gratuito que se indica a continuación.

Deberá proporcionar su nombre e información de contacto, la dirección completa de la propiedad con el número de unidad, el número de orden de trabajo/inspección y la identificación única del contratista, junto con el motivo de su llamada.

El número de teléfono que se indica a continuación es únicamente para inquietudes o consultas relacionadas con el mantenimiento de la propiedad.

1-877-617-5274 (en inglés)

Llame al 911 de inmediato en caso de una emergencia con riesgo de vida en esta propiedad.

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):**

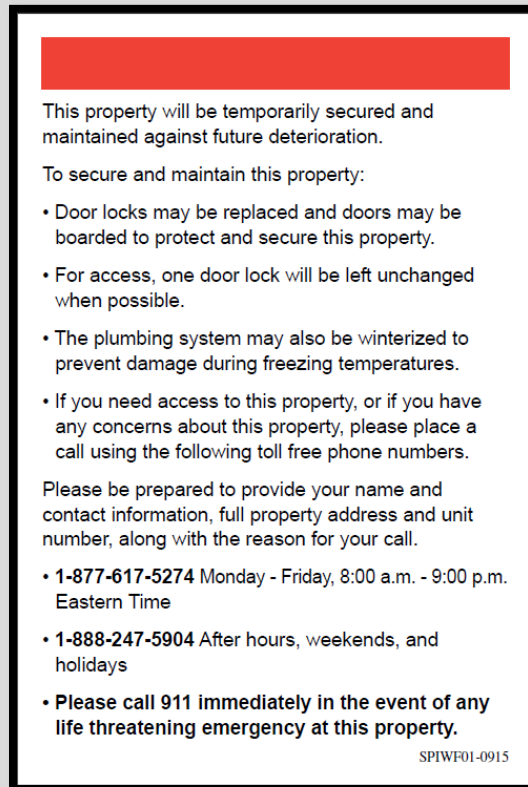
1. If there is NO posting present on a window or door, complete the Post-Secure Posting in its entirety and post on a WINDOW only. A glass storm door or glass pane on a door does not count as a window.
2. If there is a posting present, determine the location of the posting:
 - If on a door, it must be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

