**SERVICE LINK INSPECTIONS (INSPECTORADE)**

**\*\* YOU CANNOT HAVE PARTS OF YOUR CAR OR BODY IN PHOTOS.**

**EXTERIOR INSPECTION** – DETERMINE GENERAL CONDITION, REPORT OCCUPANCY STATUS. (DRIVE BY)

**PHOTO REQUIREMENTS** – STREET SIGN, HOUSE NUMBER, FRONT, STREET VIEW (AT THE MINIMUM!)

(I TRY TO ALWAYS SUPPORT OCCUPANCY STATUS BY TAKING A PHOTO OF OCCUPANCY VERIFICATION SUCH AS CAR IN DRIVE, DECORATIONS, MANICURED LAWN, ETC).

**IF VACANT -** MUST ALSO GET PHOTO OF BOTH SIDES OF HOME AND REAR, AS WELL AS PHOTO OF THE SERVICE LINK VACANY STICKER ON THE HOME, ONE CLOSE UP SHOWING ITS FILLED OUT AND ONE FARTHER BACK TO SHOW ITS ON THE RIGHT DOOR. WITH PHOTO OF IT! I USUALLY ALWAYS GET PHOTO OF METERS AND AIR CONDITIONER UNIT AS WELL WHEN DOING A WALK-AROUND.

**CONTACT WITH DOORCARD INSPECTION –** ATTEMPT TO FIND OUT WHO IS OCCUPYING THE PROPERTY, DOOR KNOCK, OR TRY NEIGHBOR. IF NO CONTACT IS MADE, LEAVE DOORCARD ON FRONT DOOR IN A CONFIDENTIAL ENVELOPE. ALL SAME PHOTOS AS ABOVE, BUT ALSO TAKE A PHOTO OF THE DOORCARD LEFT UNLESS HANDED TO HOMEOWNER. IF VACANT - FOLLOW ABOVE VACANT INSTRUCTIONS.

**\*\*\*\*HOW TO FIND OUT WHICH DOORCARD TO USE: ON THE INFO PAGE OF EACH DOORCARD ORDER, IT WILL EITHER SAY A NUMBER CODE TO THE DOORCARD NEEDED, OR A MESSAGE. TO VIEW, YOU CAN ACCESS IT FROM MY ONE DRIVE.**

**IF YOU EVER DO NOT HAVE A DOOR CARD THAT IT REQUESTS, PLEASE CALL JENNY 270-304-7489**

**BANKRUPTCY/NO CONTACT INSPECTION –** EASY DRIVE BY INSPECTION, DO NOT GO ON PROPERTY OR MAKE CONTACT WITH ANYONE, ALL REGULAR PHOTOS – ADDRESS VERIFICATION, FRONT, OCCUPANCY INDICATORS, ETC. IF VACANT – TAKE AS MANY PICTURES FROM THE STREET AS YOU CAN, DO NOT STEP FOOT ON PROPERTY.

**CONTACT INSPECTION** ATTEMPT TO VERIFY WHO IS OCCUPYING THE HOME WITH DIRECT CONTACT WITH HOMEOWNER OR NEIGHBOR, THE NAME SHOULD BE LISTED ON THE ORDER. AT THE VERY MINIMUM, GET THEIR NAME, IF THEY ARE WILLING, GET THEIR PHONE NUMBER. JUST SAY THAT YOU ARE AN INDEPENDENT FIELD INSPECTOR SENT OUT BY THE MORTGAGE COMPANY TO VERIFY OCCUPANCY OF THE PROPERTY. TAKE ALL REGULAR PHOTOS (STREET SIGN, HOUSE NUMBER, STREET VIEW, FRONT) IF VACANT FOLLOW RED VACANT INSTRUCTIONS ABOVE.

**INTERIOR/EXTERIOR INSPECTION**

**PHOTO REQUIREMENTS: ALL EXTERIOR REGULAR PHOTOS: STREET VIEW, STREET SIGN, ADDRESS NUMBER, FRONT, BOTH SIDES, REAR, AIR CONDITIONER UNIT, UTILITY METERS, VACANCY POSTING, AND ANY DAMAGE. IT SHOULD PROVIDE YOU WITH A CODE OR A KEY NUMBER. ACCESS THE INTERIOR. IF YOU HAVE ACCESS ISSUES PLEASE CALL JENNY OR THE COMPANY NUMBER LISTED ON THE ORDER. YOU HAVE TO TRY ALL OF YOUR KEYS AND TAKE A PHOTO OF EACH, TO PROVE THAT YOU CANNOT ACCESS IN THIS SITUATION.**

**INTERIOR PHOTOS: MINIMUM OF 2 PHOTOS OF EACH ROOM (FLOOR TO CEILING DIFFERENT ANGLES), WINTERIZATION NOTICE, APPLIANCES, DAMAGES, HEATING UNIT, WATER HEATER, SUMP PUMP ETC)**

\*\*\*\*AT THE BOTTOM OF YOUR FORM, IT WILL TELL YOU WHAT PHOTOS YOU MUST HAVE, SO CHECK THIS WHEN YOU FIRST START TO MAKE SURE YOU AT THE VERY LEAST HAVE THE ONES THEY ASK FOR.

**VACANCY STICKERS ON SERVICE LINK INSPECTIONS**

**SERVICE LINK VACANCY POSTINGS ARE THE STICKERS THAT ARE MAILED TO YOU, THEY ARE BLUE WHITE AND GOLD. BE SURE TO TAKE TWO PHOTOS OF THIS POSTING WHEN DOING INSPECTION, ONE CLOSE UP SHOWING IT IS FILLED OUT, AND ANOTHER FARTHER AWAY SHOWING THAT IT IS ON THE CORRECT DOOR.**