



## Vendor Securing Checklist- Secure Services including Lock Changes and REO Initial Services

**Before performing a lock change, complete all sections of this checklist. If a lock change is performed and upon entry, the home is occupied or there is personal property, leave an Apology Letter, ensure all the doors are locked and proceed to leave the property.**

**Exceptions:** The following scenarios DO NOT require the secure checklist to be completed:

- Evictions
- Cash for Keys/Relocation Assistance, or if the homeowner IS PRESENT at the time of secure
- Gate lock changes (limiting access to the outside of the property only)

Vendor Name/Vendor Contact (please print):	Phone:
Address of Property being secured:	
Work Order #:	Date of secure:

**\*\*A copy of a completed checklist must be submitted within 24 hours of the visit to the property. Failure to comply could result in non-payment for this work order. \*\***

1. Have you taken a picture of the street sign?	Yes	No						
2. Does the street sign match the street name on the work order?	Yes	No						
3. Have you taken a front picture of the house?	Yes	No						
4. Have you taken a picture of the house number?	Yes	No						
5. Does the house number match the house number on the work order?	Yes	No						
6. What is the directional component (e.g., North, South, East, and West) in the address on the work order?								
<i>North</i>	<i>Northeast</i>	<i>East</i>	<i>Southeast</i>	<i>South</i>	<i>Southwest</i>	<i>West</i>	<i>Northwest</i>	<i>N/A</i>
7. What is the directional component of the street sign?								
<i>North</i>	<i>Northeast</i>	<i>East</i>	<i>Southeast</i>	<i>South</i>	<i>Southwest</i>	<i>West</i>	<i>Northwest</i>	<i>N/A</i>
8. Is property a single family (SF) or multi-unit (MU) dwelling?		SF	MU	9. If multi-unit dwelling, are you on the correct side?		Yes	No	
10. If condo, are you at the correct building?		Yes	No	11. If condo, are you at the correct unit?		Yes	No	
12. If condo, does the door show a unit #?		Yes	No	13. Have you taken a picture of the building# or unit#?		Yes	N/A	
14. Are you able to see inside the home?		Yes	No	14 A. If yes, are there any personals inside the home?		Yes	No	Unverifiable
15. Are you able to see inside the garage?		Yes	No	15 A. If yes, are there any personals inside the garage?		Yes	No	Unverifiable
16. Verify the status on the following utilities: <b>Gas</b> On    Off    Unverifiable <b>Electric</b> On    Off    Unverifiable <b>Water</b> On    Off    Unverifiable								
Is there a vacancy sticker posted on the property? ( <i>applies to Initial Secure orders Only</i> )						Yes	No	
17. Is there a realtor sign and/or lock box on the door?	Yes	No	18. Are there open unlocked windows or doors?		Yes	No		
19. Is there damage to the property?	Yes	No	20. Is there excessive exterior debris in the yard?		Yes	No		
21. Are there cars in the driveway?	Yes	No	22. Any activity/noise coming from inside the home?		Yes	No		

- |   |     |    |                          |  |
|---|-----|----|--------------------------|--|
| 3. Is there a pool/spa present?   | Yes | No |                          |  |
| - Is it being maintained?   | Yes | No | N/A- No pool/spa present |  |
| -Direction given to secure pool area?                                     | Yes | No | N/A- No pool/spa present |  |
| - Is it secure in accordance with investor, state and local requirements? | Yes | No | N/A- No pool/spa present |  |

**\*If the answer to the following questions is NO, DO NOT PROCEED WITH SECURING! #2,5,9,10,11,14A, 15A, 22**

**\*If the answer to the following question is YES, DO NOT PROCEED WITH SECURING! #21**