

**PLEASE INCLUDE THE ASSET NUMBER AND ADDRESS IN THE SUBJECT LINE OF ALL E-MAILS, ALSO SEND ONE E-MAIL PER PROPERTY FOR EASE OF REFERENCE**

Ocwen Number: \_\_\_\_\_ VA Loan Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Please confirm receipt and your acceptance of this asset by using the forms provided herein. Please date the first option of the VA REO Assignment and Checklist, sign the first signature box on page one accepting asset then return it to via e-mail or fax. The Checklist is a requirement to our process and will allow you complete the required tasks in a timely manner. Also included in this e-mail is the **Occupancy Status Form which needs to be returned within 24 hours of this assignment**. If you have not already signed up for Lead Based Paint certification please do so and e-mail this to me. The Lead Based Paint Certification is a requirement for working VA assets (<http://www.hud.gov/offices/lead/training/visualassessment/h00100.htm>). It is also important that you are registered with REALTrans and REALRemit, for after July 18<sup>th</sup> we will be disconnecting the Expense Fax Boxes and completely switching over to REALRemit.

**Property Maintenance Standards for VA Properties and Listings:**

**It is your responsibility to inspect the property for any safety issues or any conditions that might jeopardize the integrity of the property. The property should be kept to neighborhood standards.**

- **Trash out:** This includes all interior and exterior debris residing in the yard, basements, garages and exterior sheds.
- **Cleaning:** Including floors, countertops and appliances. Properties need cleaned and ready for occupancy. The only exceptions are properties which are deemed uninhabitable. Seek clarification from the asset manager if you have any questions.
- **Lawn Service:** Overgrown shrubs and trees which are hazardous or obstructing doorways, public walks and driveways must be trimmed and/or removed. Shrubs must be trimmed and be at least six to nine inches from the structure. The grass must be kept approximately six inches or shorter. Mowing every two weeks is sufficient. If the property is over 40,000 square feet, the outer perimeters may be mowed as needed, but not necessarily every two weeks - if this applicable, ask your asset manager as to the standard requirements.
- **Gutters:** They need to be kept in good condition, attached to the structure at all times and clear of debris and leaves. (Neighborhood standards)
- **Pools:** Above ground pools which are in good condition **must be** emptied and covered. If the pool is in poor condition, remove the entire pool and decking if any. In-Ground Pools must be covered with two by fours and chicken wire to ensure safety at all times. The fence and/or screened enclosure must be locked at all times. Use good judgment and ensure that your property's pool is in compliance with local and state code requirements.
- **Property Preservation:** It is your responsibility to check the property after storms in your area to ensure the property is safe and sound. Appliances, electrical, heating and water supplies need to be in good, working condition. This includes roof condition, visible signs of water leaks, faulty stairs and/or railings, exposed wiring, and loose tiles and/or buckled flooring. All safety issues are to be addressed immediately and repairs must be done to ensure that the house is structurally sound and livable. Property must be Safe, Sound, and Secure at all times until closing.
- **Wells:** These need to be tested to see if the water is potable. Septic systems need to be tested for functionality. All reports should be provided to the public and if we do not repair any deficiency it must be disclosed to all potential buyers. This will be included on the VA Sellers' Disclosure.
- **Exposed Wood:** In all cases where there is deteriorated or exposed wood, it should be painted to protect the wood from further deterioration.

Please read the VA Agent Manual, which contains explicit instructions for handling VA REO properties. The VA REO forms are available on our website - [http://www.ocwen.com/residential/VA\\_Broker\\_forms.cfm](http://www.ocwen.com/residential/VA_Broker_forms.cfm). (You may want to add this to your favorites for future use and reference.)

Best Regards,



**MARKETING PHASE:**

***All offers are Confidential not to be discussed or disclosed to anyone other than your RSM. This would be considered a violation of your Fiduciary relationship and subject to legal action.***

Date/Initials

**On Listing**

- \_\_\_\_\_ 24. Sign listing contract and fax to RSM within **24 hours**.  
\_\_\_\_\_ 25. Include in MLS remarks to refer to [www.ocwen.com](http://www.ocwen.com) for Simultaneous Listing Period end date and list of disclosures.  
\_\_\_\_\_ 26. Submit to MLS and provide printout to the RSM within **3 days of the property being listed**.  
\_\_\_\_\_ 27. Submit all price reductions and restart 10-day simultaneous listing period (SLP).

**Homes Built Prior to 1978**

- \_\_\_\_\_ 28. Complete Lead Based Paint Form #26-6705e with Agents and Buyers Signature.  
*This form will be supplied by RSM with seller initials and required disclosures.*  
\_\_\_\_\_ 29. Provide Buyer with pamphlet "Protect Your Family From Lead in Your Home."

**At Offer to Purchase**

- \_\_\_\_\_ 30. Disclose to purchasers any inspections or reports received and obtain Disclosure form. (*Lead-based Paint, Pest, Structural, Mold, Underground Storage Tanks, etc.*)  
\_\_\_\_\_ 31. Send by fax to RSM all offers on asset upon receipt or before day 11 of SLP. **ALL OFFERS NEED TO BE DATE/TIME STAMPED UPON RECEIPT.**  
\_\_\_\_\_ 32. **Include with all offers**, Lead-based Paint Form, Sellers Disclosure Form, copy of Earnest Money Deposit check, Purchaser qualification statement and both pages 1 and 2 of VA Offer to Purchase (26-6705) and Contract Addendum. **ALL FORMS MUST BE SIGNED AND DATED BY AGENTS & PURCHASERS, with appropriate initials on LBP Form and second page of Offer to Purchase.**  
\_\_\_\_\_ 33. **Fax or email second copy of this form back showing completion date with initials.**

**After Offer Acceptance**

- \_\_\_\_\_ 34. Notify rejected offer agents within **24 hours of rejection**.  
\_\_\_\_\_ 35. Notify accepted offer agent of acceptance and coordinate all documentation.  
\_\_\_\_\_ 36. Communicate and coordinate closing process.  
\_\_\_\_\_ 37. **Close transaction.**  
\_\_\_\_\_ 37. Fax a copy of the Purchaser Signed HUD-1 to the appropriate fax number.

**WITH THE FIRST OFFER YOU SUBMIT:**

You will be required to re-fax or email this document with completion initials and date for each activity required for the property. No offer will be accepted without this document in file and completed. **Failure to complete any of the VA mandatory requirements are grounds for termination of listing.**

Report any changes in your e-mail address, address, or contact phone numbers as soon as possible to ORA ([www.ora-rmsi.com](http://www.ora-rmsi.com)).

**ANY QUESTIONS WITH REGARD TO EACH ACTIVITY CAN BE FURTHER RESEARCHED IN YOUR AGENTS MANUAL. THE MANUAL WILL DISCUSS EACH ACTIVITY IN GREATER DEPTH AND DETAIL.**

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