



BRANCH OFFICE CHECKLIST

Property Address:			DATE
Branch Office:		Submitted for Approval	
Mgr. Name		Approved	
Agent Name:		Certification:	
		Planned Start:	
Submit all Paperwork to your Manager for Processing			
RESPONSIBILITY	ACTION AGENT RESPONSIBILITY PHASE 1 - APPROVAL SUBMISSION	NOTES	DATE
AGENT	Agent Commitment Agreement	Signed	
AGENT	Listing Agreement, Initial Agreement must be 180 days	Signed Days	
AGENT	The listing provides for listing broker compensation of not less than 2.5%, with an additional 2.0% Select Foreclosure Rescue Program Use Fee, and an offer of seller paid buyer broker compensation of not less 2.5%.	See Branch Mgr. for completing listing agreement	
AGENT	Open Pre-Sale Escrow and Obtain Preliminary Title Report, Inter County Title (CA), Tigor (NV)	Check for any unforeseen liens	
AGENT	Current Mortgage Statement with lender contact information	Receive & Review	
AGENT	Loan Amount Not to Exceed \$50,000. Maximum CLTV 70%		
AGENT	Notice of Default & Sale letters	Receive & Review	
AGENT	Client Foreclosure Rescue Application	Confirm All Required Signatures	
AGENT	Home and Pest Inspections. Other Inspections and Reports as Necessary or Appropriate	Receive & Review Report	
AGENT	Pricing Strategy Agreement	Agent & Seller Must Agree, Manager Must Approve	
AGENT	Evidence of Current Home Owner Insurance	Receive & Review	
AGENT	To Manager: FRP Packet, Agreements, Checklist, Estimates, Workplan & Reports	Include Application	
AGENT	Obtain \$1,250 application fee. (Check made out to Select Group Foreclosure Rescue)	Branch office to mail to Yuba City	
AGENT			
AGENT			
AGENT			
RESPONSIBILITY	MANAGER RESPONSIBILITY	NOTES	DATE
MANAGER	Manager Reviewed all Paperwork with Agent to Assure Completion	Verified Checklist Items for Accuracy	
MANAGER	Manager Inspected Home, CLTV %, Market Analysis and Pricing Strategy	CLTV Must be No More Than 70%	
MANAGER	Manager provides their conditional approval subject to corporate approval		
MANAGER	Manager Send All Completed Paperwork for Approval	Include Checklist, must be Complete and Organized.	
MANAGER			
RESPONSIBILITY	CORPORATE RESPONSIBILITY	MISC NOTES	DATE
PROGRAM MGR	Deed of Trust	Sign and Return if Approved or Explanation if Declined	
PROGRAM MGR	Deed of Trust and Straight Note Prepared		
PROGRAM MGR	Sent to Manager and Agent Deed of Trust and Note for Signing and Recording		
PROGRAM MGR			
PROGRAM MGR			