



BRANCH OFFICE CHECKLIST

Property Address:			DATE
Branch Office:		Submitted for Approval	
Mgr. Name:		Approved	
Agent Name:		Certification:	
Submit all Paperwork to your Manager for Processing		Planned Start:	
RESPONSIBILITY	PHASE 1 - APPROVAL SUBMISSION	NOTES	DATE
AGENT	Completed Agent Commitment Agreement	Signed	
AGENT	Completed Listing Agreement	At least 180 days wiith Market Delay	
AGENT	Listing Broker Compensation of No Less Than 3.5%	Manager confirmed	
AGENT	Buyer Broker Compensation Offered By Seller of No Less Than 2.5%	Manager confirmed	
AGENT	Open Pre-Sale Escrow and Obtain Preliminary Title Report	Check for any unforeseen liens	
AGENT	Complete Estimated Net Sheet	Seller net must be positive	
AGENT	Loan Amount Not to Exceed \$30,000. Maximum CLTV 70%	Additional funds may be available with approval	
AGENT	Photos Taken		
AGENT	Refresh & Refurbish Client Agreement	Confirm All Required Signatures	
AGENT	Order Home Inspections and additional inspections as required per market area: (Pest, Septic, Well, Pool, Spa, etc.)	Reviewed by branch manager	
AGENT	Work Plan	Received & Reviewed by branch manager	
AGENT	Pricing Strategy Agreement with Seller	Manager Must Approve	
AGENT	Invoices & W9 from all Contractors/Vendors (must be licensed, insured & reputable)	Estimates must clearly state initial payment amount	
AGENT	Invoices signed/dated by Seller, Agent and Manager	Bundle Estimate and W9 by vendor	
AGENT	To Manager:	Add documents to R&R folder in file mgt. system	
AGENT	R&R Packet, Agreements, Checklist, Invoices, W9s, Workplan & Reports	Manager submits to program manager	
AGENT	Obtain \$250 application fee. (Check made out to Select Group Refresh & Refurbish)	Branch office to mail to Yuba City	
RESPONSIBILITY	PHASE 2 - BRANCH OFFICE REVIEW	NOTES	DATE
MANAGER	Reviewed all Paperwork with Agent to Assure Completion	Verified Checklist Items for Accuracy	
MANAGER	Inspected Home, CLTV %, Work Plan, Market Analysis and Pricing Strategy	CLTV Must be No More Than 70%	
MANAGER	Conditional approval subject to corporate approval		
MANAGER	Send All Completed Paperwork for Approval	Include Checklist, must be Complete and Organized.	
RESPONSIBILITY	PHASE 3 - CORPORATE REVIEW	MISC NOTES	DATE
PROGRAM MGR	Sign and Return Approval or Explanation if Declined	Return to Manager and Agent	
RESPONSIBILITY	PHASE 4 - PAYMENT REQUEST	MISC NOTES	DATE
AGENT	Initial Invoices & W9s signed by client, agent & mgr.	Submit to Program Manager for Payment Processing	
MANAGER	Hold initial vendor check until note is signed and deed recorded	Checks arrive at branch office from AP	
AGENT	Escrow to create straight note and Deed of Trust		
AGENT	Straight Note Signed	Branch office to mail to Yuba City	
AGENT	Deed of Trust Signed, Notarized and Recorded with Local Recorders Office	Branch office to mail to Yuba City	
AGENT	Email Copies of Note and Deed of Trust to Program Manager	Placed in transaction file	
AGENT	Final Invoices & W9s signed by client, agent & mgr.	Submit to Program Manager for Payment Processing	
AGENT	Verify all invoices are paid	Obtain Mechanic Lien Release from Vendor	
AGENT	Open Escrow and Verify Select Group Payoff Demand has been ordered	Submit to Program Manager Prior to Closing	
AGENT	Obtain Estimated Settlement Statement Showing Select Group Lien Payment	Submit to Program Manager Prior to Closing	
	PREFERRED VENDORS	MISC NOTES	STATE
Title and Escrow	Inter-County Title Courtney Irvine	cirvine@ictitle.com	CA
Title and Escrow	Ticor Title - Amy McGillivray	amy.mcgillivray@ticortitle.com	NV
Mortgage	Stanford Mortgage		All
Inspectors	See Vendor List in SNAP or Branch Office (must be licensed and insured)		All
Contractors	See Vendor List in SNAP or Branch (must be licensed and insured)		All