

TO:

**BANK**

ATTENTION: \_\_\_\_\_

PHONE:     (501)537-0077     FAX:     (501)978-0979    

FROM: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RE: LOAN #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

I DROVE BY THE ABOVE REFERENCED PROPERTY ON \_\_\_\_\_

AND FOUND THE PROPERTY TO BE:

**OCCUPIED**

Occupied by:

Mortgagor Tenant (All OR Part)  Unknown

HOW VERIFIED: \_\_\_\_\_

If tenant occupied, is tenant interested in purchasing?  Y  N

Is/are tenant(s) paying rent?  Y  N AMT\$ \_\_\_\_\_

Occupancy Comments: \_\_\_\_\_

**VACANT\***

DATE VACATED: \_\_\_\_\_

\* Subject property must be secured within twenty-four (24) hours from the time vacancy is discovered.

\* Full Interior BPO with bids is Due in Bankers Asset Management office within seven (7) days.

**VACANT & SECURE**

DATE PROPERTY SECURED: \_\_\_\_\_

SECURED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY CONDITION:  GOOD  FAIR  POOR

PROPERTY TYPE:  Single Family Townhouse  Condo  Co-op  2-4 Family  Duplex

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
AGENT

AGENT IS TO DRIVE BY OCCUPIED PROPERTIES WEEKLY TO VERIFY OCCUPANCY AND CONDITION. UNTIL THE PROPERTY IS VACANT AND SECURE, THIS FORM MUST BE SUBMITTED WEEKLY preferably via email.