



**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS (CALVET)  
PRE-ADVERTISING LISTING (PAL) PROGRAM FOR REO PROPERTIES -  
PROCEDURES FOR REAL ESTATE AGENTS**

**INTRODUCTION**

CalVet repossession sales operate under a program called PAL, which stands for Pre-Advertising Listing. The PAL program makes substantial use of real estate agents to do much of the work involved in investigating, managing, and selling repossessions. CalVet Property Agents supervise and approve the activities of the PAL agents; and make all financial decisions. The listing agent is expected to be competent with regards to real estate laws and regulations, perform per the Department's policy and procedure guidelines and requirements, and demonstrate an overall responsiveness to the Department, which includes actively marketing the property. Your participation in this program is voluntary. The program is subject to change at any time.

To begin, you must supply the Department with the following:

1. A letter of interest requesting participation in the PAL program. If applicable, provide your e-mail address and/or website address. The letter should state if your business is operated from a commercial or a residential property.
2. A resume reflecting your education and work experience, naming real estate property types worked on, and any repossession sales experience.
3. A written statement as to your service area, territories you are seeking listings in.
4. A written statement as to which boards you can submit Multiple Listing Service (MLS) listings and the-service areas covered by each board.
5. Proof of real estate license issued by the California Department of Real Estate (DRE).
6. A statement on company letterhead signed by the office broker stating the status of your real estate license (i.e. "in good standing with the DRE").
7. In a written statement, you are to disclose and explain any current or past DRE license violations or disciplinary action, and/or any felony convictions related to real estate.
8. Any other material which you would like to submit promoting your services, such as a marketing plan.
9. Two business cards.

Subject to review of your complete package, you will be sent the following program information.

1. A package cover sheet indicating the CalVet Property Agent charged with overseeing the property and supervising your activities.
2. CalVet PAL Program for REO Properties - Procedures for Real Estate Agents.
3. Pre-listing package checklist.
4. CalVet's Brokers Price Opinion Report (CalVet Repossessed Property) form which includes a Damage and Repairs Report.
5. A sample of the CalVet "State Property" sign to be posted.
6. Report of Vehicle on Property form.

7. Work Scope Sheet and Request for Bid form.
8. Payee Data forms.
9. CalVet Offer to Purchase Repossessed Property form.
10. CalVet financing Prequalification Request form.
11. A CalVet financing application package.
12. A Property Agent business card.

You will have to make copies of some of the forms, they will not be sent to you on a repetitive basis. Discuss the closest availability of CalVet "State Property" signs with the Property Agent; we may need to mail some to you directly. You should be aware that CalVet utilizes a form of Land Sales Contract in financing, and that we have a foreclosure process which differs from most lenders. Review the entire package, and follow-up with the Property Agent to answer any questions that you have, and to confirm that you are interested in participating in the PAL program.

### **OCCUPANCY CHECKS**

The typical first involvement for a PAL Real Estate Agent on a property which may eventually become a repossession is to do an occupancy check. Often the Department has not received payments or been able to contact the contract holder. We may have received back undelivered mail, or have recently served eviction notices. The Department will request that you either approach the dwelling or drive-by the property, depending primarily upon the status of the CalVet contract. Department employees are not able to discuss account specifics with you, only information pertinent to doing an occupancy check. All matters are to be treated confidentially. Be advised that the Department does not participate in a "cash for keys" program. If in your investigation you find the property vacant, notify the CalVet Property Agent right away.

Basic occupancy check instructions to PAL agents are as follows:

Please do an occupancy check in accordance with the PAL program procedures you have been given. Primarily, we would like to find out who the occupants are, and we would like them to contact us right away.

If you do not feel comfortable approaching the property, we request that you do the occupancy check on a drive-by basis. Do not put yourself in danger; leave the property immediately if you have any concerns.

1. If you approach the property, advise the occupant(s) that you are doing an occupancy check on behalf of CalVet. The purpose of your communication is two-fold:
  - a. Tell the occupant that the Department would like to know or confirm who is occupying the property. Inquire as to the names of all residents, and advise them that they may volunteer their telephone numbers which you will forward to the Department.
  - b. Give them the enclosed letter from the Department, which requests that they contact us immediately. Tell the occupant that you are not there to discuss matters with them, but rather to request that they contact the Department. Refer any and all questions to the Department. Have CalVet business cards or telephone numbers on hand. If tenant-occupied, ask them to provide landlord contact information to the Department when they

call.

If no one is at home, place the enclosed "call me" letter in an envelope and leave it at the property. At times the question of occupancy based upon visual observations maybe difficult to determine. Leaving a business card and returning to check it a couple of days later might help determine if there is activity at the property. Utility companies will usually disclose if their service is on. Neighbors will sometimes volunteer occupancy information.

2. Forward to the Department: any unsolicited information, such as the occupant's intentions with regard to occupancy. Should a move-out date be offered by the occupant, advise them that any legal action by the Department which may be underway to gain possession will not stop based upon a promise to vacate, and again urge them to contact CalVet immediately.
3. Note license plate number, type, and condition of vehicle(s) parked on the property.
4. Observe the condition of the property as visible, without, entering the dwelling. Also, report a rough estimate of market value for the property. The Department does not request documentation as to value at this time.
5. If a condominium or PUD, or a mobile home in a park, attempt to obtain the name of an HOA, property management, or park management contact person and telephone number.
6. Report your findings to CalVet.

### **TAKING POSSESSION WHEN VACANT**

When a CalVet property is found vacant, you will likely be advised to take possession on behalf of the Department. If a contract holder desires to surrender possession, they will be directed to deliver the keys to you. You may also be asked to represent us at unlawful detainer lock-outs.

1. Recommended field materials: clip board, paper, measuring tape, camera, thumb screw window locks, padlocks, several pieces of 3 foot chain, CalVet "State Property" signs, duct tape, hammer, nails, screw driver, lockbox, flashlight, key tags.
2. Make arrangements to meet a locksmith. Reliability, quality work;-and, competitive pricing should be considered.
3. Have the locksmith re-key all exterior door locks and garage locks to the same (new) key if possible. Each property is to be keyed separately; you are not to use a "master key" program. Upon sale, advise the buyer to have the property re-keyed.
4. Obtain as many sets of keys as necessary and forward one set to the Department.
5. Post a CalVet "State Property" sign in a front and back window, secure it with duct tape.
6. Draw a rough sketch of the floor plan (measurements are not required), identify each room and area. Note any observed additions, conversions, or alterations.
7. Walk the property, including the interior and exterior of each structure. Provide the following:
  - a. An inventory of all remaining personal property having value, and report an estimate of value for each item. If applicable, complete the Department's "Report of Vehicle on Property" form.
  - b. A Damage and Repairs Report. List damage by room or exterior location, with your (layman's) estimate of the repair cost per item. Obtaining a contractor's bid for repairs is

acceptable but not required. Future work bid proposals will be requested if repairs are to be addressed. In addition to obvious damage, identify any health and safety items, and also list building components which are in fair or poor condition. Items in average or better condition should not be listed.

8. Evaluate the landscaping and sprinkler system condition.
9. Take photographs: front and back exterior photos; interior of living room, kitchen, bathrooms; outbuilding(s); site if appropriate, and the front of the homes on either-side and across the street. Also, photograph any significant damage and any personal property items having greater than minimal value.
10. Check all interior windows, use thumb-screw locks as needed. If necessary, padlock the garage door. Chain and padlock all fence gates. Draw all drapes. Inspect all doors to insure they function properly and are locked. The property is to be secure before leaving.

If it is acceptable to the buyer, you may remove your padlocks, chains, and window locks at close of escrow for reuse.

11. Sign off on the locksmith bill, reference the property address and our contract number, and then forward the invoice along with a Payee Data form to the Department.
12. Call the CalVet Property Agent that day and report on any personal property of value at the property. In most cases, remaining personal property has been left-as debris by the vacating party. Such obvious items are viewed with a "garage or fire sale" value, which is in essence their true value. For any vehicles left on site, complete and forward a CalVet Report of Vehicle on Site form.

If numerous items of personal property having value are found, you are to fax a list to the Department. Items having value should be listed individually and specifically on an inventory. Any individual item with a value over \$100.00 should be listed with description, make, model, serial number, and estimated value; or to the degree that this identifying information is available.

The Department has the option of storing personal property securely on site. You may also be given storage instructions for personal property with a cumulative present value over \$300.00. If possible, the Department would like to obtain a written release from the former tenant when the property is claimed.

13. Upon gaining possession, contact all utility companies servicing the subject property; including water, sewer, garbage, gas, and electric. This notification will allow them to close out service to the former occupant. Per PAL procedures described below, you can either establish new service in our name, or can leave the utilities shut off. Some utilities, such as garbage, may not charge on vacant properties. When doing your field work, be sure and note .if any utility meters have been pulled from the property, and notify the Department if they have.

## **PRE-LISTING LETTER AND PACKAGE**

Upon confirmation the property is vacant; you will be sent a Pre-Listing Letter including .Checklist. It will request certain items and give additional information, carefully review it upon receipt. During the pre-listing phase, you should not place a lock box on the property, except for use by parties repairing or maintaining the property. You are not to put up your real estate sign, or enter the property on MLS, until you have been advised by our Advertising Letter that the property has been cleared for sale.

If your pre-listing package is acceptable, the Department will execute a standard Exclusive Authorization and Right to Sell (CAR Form), along with our Listing Agreement Addendum, when the property has been cleared for sale. Should the Department not obtain full repossession status on the property, or be unable to market the property for any reason, then no listing or compensation shall take place.

Within seven (7) days of gaining possession on behalf of the Department, you are to submit your Pre-Listing package, as follows:

1. CalVet's Brokers Price Opinion report: Evaluate for Market Value. Your report should indicate an "As Is" Market Value, and a "Repaired" Market Value. Repair items should be specified per Section 8 of our form. Discuss marketing time and factors, and market conditions. If a condominium or PUD, or a mobile home in a park, try to obtain the information requested in the BPO form. Complete, sign, and date the report.
2. MLS printouts of all sale, listing, and expired comparables used in the BPO, in a "complete" rather than "summary" information format.
3. Damage and Repairs Report, see Section 8 of the Department's BPO form.
4. Floor plan sketch, showing room locations: Note any obvious additions, conversions, or alterations. Measurements will not be required unless the square footage does not nearly match the Department's records.
5. Personal property report: (A nil report or comment required). If applicable, complete the Department's "Report of Vehicle on Property".
6. Landscaping recommendation.
7. Photographs: front and back exterior photos; interior of living room, kitchen, bathrooms; outbuilding(s); site if appropriate, and the front of the homes on either-side and across the street. Also, photograph any significant damage and any personal property items having greater than minimal value. If e-mailing photos to the Department, please use the "JPEG" type format.
8. Property Profile report: typically obtained from a title company.
9. A complete set of keys: to the property.
10. A listing agreement for our-consideration, leave list price and listing period blank.
11. Your marketing plan.

Pre-listing packages should be submitted to the Department by mail, please do not fax them. If you need more than 7 days to complete the assignment, call the assigned CalVet Property Agent.

Please review for disclosure all pertinent matters, and send written notification to the Department. Be advised that the Department is exempt from the requirement of a Real Estate Transfer Disclosure Statement. While the same is true of the Natural Hazard Disclosure Statement, the Department prefers to include this document in each sale transaction. Notably, the cost of a vendor-produced document is negotiable in a sales transaction, and may be paid by the buyer.

## **UTILITIES; CLEAN-UP, REPAIR, AND MAINTENANCE BIDS; BILLINGS**

1. Discuss' utility turn-on with the CalVet Property Agent. If the landscaping or a pool is to be maintained, or if any work is to be done to the property, we will likely, authorize you to have the utilities turned on and put in our name. Our billing address and related information is as follows:

California Department of Veterans Affairs  
Attn: Foreclosure & REO Unit - 123456 (show contract number)  
P.O. Box 942895  
Sacramento, Calif. 94295  
  
Office Telephone (916) 503-8357  
Fax (916) 653-2333  
Tax Identification number 68-0182830

While direct billing to the Department is preferred, we may authorize you to have the utilities put in your name; with reimbursement to you for costs.

2. Upon utility turn-on, check dwelling systems and appliances. If the electricity is turned on, keep it turned off at the main switch of the electric panel box, unless automatic sprinklers or pool equipment will be run. Check the, property after any work is done to the property. **We do not want appliances (i.e. Heating and Air conditioning) left on, resulting in a high energy bill.**
3. When taking possession, try to determine if there is the possibility that the property will be cited for debris and yard conditions. If so, notify us right away. We will request that you obtain bids to do the necessary clean-up. We will review your landscaping recommendation. We would prefer to keep these costs minimal, and do no more than absolutely necessary. If justified, we may request that you obtain bids for do routine or "as needed" yard maintenance at the property until sold.
4. Out of concern for public safety, we will typically authorize a trash-out of each property, if needed. With regard to repairs, the Department has no set policy; the economic decision on each property is studied. The CalVet Property Agent will discuss repairs which you recommend with you.

In many cases, we would prefer to market our properties in their present condition. However, based upon your observations, you should make recommendations which would enhance the marketability, and increase our net return on the property. We would like to see a return on investment greater than one-to-one. Be prepared to discuss repairs with the CalVet Property Agent.

Obtain work bids or proposals as requested by the Department. We will advise with regard to operator types, permits, materials and color selections, guarantees and certifications, and payments. You may utilize the Department's "Work Scope Sheet and Request for Bid" form. Approved repairs may be delayed pending Foreclosure staff reaching certain stages of their process.

With regard to vendors, competitive bids are encouraged at all times. Because the Department will select the lowest bid, only responsible and reliable vendors who provide quality work in a timely manner should bid. Bids should be complete, including labor and materials. Material quality must be consistent with the structure. All work and materials must meet federal, state, and local building code requirements. The selection of material styles, patterns, and colors can

be delegated to you, with the understanding that matching or neutral selections should be made.

Bids should include the vendors name, address, and telephone number; and should state their earliest start date along with their estimate of the amount of time needed to complete the work. For fairness in comparison, the same scope of work is to be bid by all potential vendors. Any additional items which are bid by the vendor will not be used for comparison of bids. A deadline for submitting bids should be set.

5. Have clean-up, repair, and maintenance bills (any non-utility bill) sent to us care of your address. Upon receipt of the invoice, you are to inspect and verify the completed repairs. We may request you take photographs as well. Sign off on the bill as inspected, and be sure that the property address and CalVet contract number are included. Send the invoice and any supporting documentation to the Department without delay. If the vendor has not worked for the State before, include a Payee Data record.

## **MONITORING**

1. Check the property as often as possible, but not less than weekly. Check for security, utility usage, landscaping and yard conditions, and for problems of any kind. If possible, leave a business card with neighbors for notification purposes.
2. The Department will notify you if we receive any citations on the property. We will request that you manage any needed action required to satisfy the citation.
3. Report any vandalism to CalVet. If the damage is in excess of \$500.00, file a police report. Photograph any damage, and submit the pictures with your report to the Department. Advise us if work needs to be done to secure the property. Request increased or additional police patrols from local authorities if needed.
4. The Department would prefer not to board-up properties. They are expensive to do, unsightly to neighbors, a negative in marketing, and most likely will have to be removed as a condition of a buyers financing. Rather than board-up an entire dwelling, we prefer to do so on an "as needed" basis (for example, a single broken window). Complete board-ups will be considered on severely damaged properties with continued vandalism problems. Board-ups are to be done to FHA standards, with as little damage and alteration to the dwelling as possible. At least one entrance door should remain functional. Depending upon local ordinances, small center plywood holes for light and vision may be included in the-process.

## **LISTING AND SEALED OFFER ADVERTISING PERIOD**

When the property is cleared for sale by the Department we will advise you the advertising and sealed offer period is to begin. In addition to our Advertising Letter, we will return the listing agreement to you along with our Listing Agreement Addendum. The list price shall be set by CalVet. The compensation stated in the Listing Agreement shall be a percentage of the sale price as determined by the Department, based upon the agent's Pre-Listing package proposal to the Department; and agreed to by the listing agent. Compensation will be paid only upon close of escrow. The Department will not be obligated to pay the agent any compensation if escrow fails to close for any reason. The listing period will typically be 90 days. Be advised that the Department will not agree to or initial the "Arbitration of Disputes" clause in the Listing Agreement.

The Listing Agreement Addendum shall contain certain required terms. The Listing Agent will be

required to advertise the property and collect and submit sealed offers in accordance with CalVet procedures. In the event of a sale to a party represented by a real estate agent, no less than a 50% split of the commission must go to the "selling" (buyer's) agent. In the event that the property is sold through the sealed offer process to a buyer who is not represented by a real estate agent, then the listing agent will receive 50% of the commission stated in the listing agreement.

The Advertising letter will include information and instructions from the Department. We will advise you as to any known interested parties, the newspaper to be used for advertising, the title company to be used for a resale policy, and our decision with regard to offering CalVet financing. The condition of the property will determine if CalVet financing will be offered. Prevailing, CalVet loan terms, fees, and rates can be found in our loan application package.

CalVet is required to offer the property for sale during an advertised "sealed offer" period. As part of this process, you will be required to advertise the property in a specific newspaper for a specific period at your expense. We recognize that most real estate agents would advertise any property they list, as a part of their service and marketing. You are considered compensated for the advertising expense, as well as other expenses incurred by you through the PAL program; by the terms and conditions of the listing agreement, should you successfully close a sale escrow.

Our policy requires that for each repossessed property, a "for sale" advertisement shall appear in local newspapers covering the area where the property is located (a daily newspaper of .general circulation in the area in which the subject property is located). The advertisement shall appear in the newspapers for a period of at least fourteen (14) consecutive days. The advertisement shall specify the location of the property, a brief description, its estimated value, and shall summarize the procedures for a potential buyer to purchase or submit an offer on the property and the qualifications the potential buyer is- required to meet as well as the deadline date for "sealed offer" submission. Due to the need to comply with these requirements, you are to structure advertisements as follows without substantive deviation:

City/Town

CALVET REPO

1234 Main Street, x bedrooms, x bathrooms, approx. x,xxx s.f. Sold as is, sealed offers until x/x/20xx, offers subject to seller acceptance. All offers considered, asking \$xx,xxx. Call (Listing Agent) (xxx) xxx-xxxx.

You may include additional descriptive information and catchy phrases to attract attention; and may include your office name, location, and telephone number. The advertisement must include that the property is a CalVet repossessed property (see heading in the above example). You may submit a copy of your advertisement for our review. For our file, please send a copy of your newspaper invoice and a copy of the advertisement.

You will be required to place the listing on MLS and reflect therein the "sealed offer" period. Please provide a copy of the MLS printout to the Department. You should place your sign on the property, and place a lockbox per your local customs. You will have to show the property to (non-agent) individuals who call requesting to see the interior. We request that you alone show the property to individuals not represented by an agent, or not wanting to be represented by an agent. INDIVIDUALS ARE NOT REQUIRED TO USE AN AGENT. If the individual does not want to be represented by an



agent, you may not insist upon it. This is an important aspect of our "sealed offer" process. You have this understanding, and that is why we require that you alone show the property to those individuals.

CalVet has an offer form, which you are to have copies of and it should be made available to all offerors. Keep a supply of them on hand. Our requirements state that the offer shall specify the offer price, the property address, the name of the offeror, their address, plus any terms and conditions proposed if the offer price is less than an offer to purchase for full cash value. The offeror shall personally sign the sealed offer. While the Department's offer form is to be used, we will accept an offer with a list of additional terms, or a real estate purchase contract attached to the offer form. Notably, we prefer that any contracts submitted be on the most recent version of the CAR "Real Estate Purchase Contract and Receipt for Deposit" form, though this is not a requirement.

You will be responsible for collecting all offers during the sealed offer period, and for forwarding the unopened offers to the Department at the conclusion of the period. Offerors shall submit their offer in writing, in a sealed envelope. The envelope shall have the words "Sealed Offer" printed thereon. No other marks are permitted, however, the offeror may also write the property address on the envelope. If the offer is being mailed to you, (the listing agent), then the offeror shall place the offer envelope inside of a mailing envelope. Fax and e-mail offers are not acceptable, and you are to return them to the sender with proper instructions on how an offer is to be submitted.

At the conclusion of the advertising and sealed offer period, the listing agent is to forward (unopened) all offers received to the assigned CalVet Property Agent. You should do this the day after the sealed offer period ends. You are to then notify the Department if any other offers are received by mail within five days. Such offers are to be postmarked by the last day of the sealed offer period. You are to forward them to the Department. All of the sealed offers shall remain unopened until five days after the deadline date specified in the advertisement. The Department will not accept any sealed offers for consideration which are not postmarked or received by the close of business on the deadline date.

For delivery to CalVet Headquarters: Street address:

California Department of Veterans Affairs Attn: Foreclosure & REO Unit  
1227 "O" Street, Suite 220  
Sacramento, Calif. 95814

Mailing address:

California Department of Veterans Affairs  
Attn: Foreclosure & REO Unit  
P.O. Box. 942895  
Sacramento, Calif. 94295

Departmental policy states that we shall sell repossessed properties to the highest qualified offeror. Highest qualified offeror is defined as the person who submits the highest acceptable offer (provides the highest net dollar amount from the sale) for the property and who verifiably qualifies for the necessary loan. Notably, the Department may make the determination that there are no acceptable offers. For all offers not accepted, you are to notify the offeror or, if they are represented, their agent.

If the property does not sell during the advertising and sealed offer process, then you are to proceed to market the property as a normal listing, presenting any and all offers when received. We may ask you to provide an updated Brokers Price Opinion report, complete with MLS print-outs of

comparables used. Continue to go by and monitor the property regularly, and you are encouraged to provide evidence to the Department of your marketing efforts and activities. Listing extensions will be considered on a 30 day basis.

## **SALE AND ESCROW**

You are to, present all offers. After the "sealed offer" period ends, fax or email them to the assigned Property Agent as soon as they are received. We will discuss them with you. Terms and conditions of a sale are negotiable. Typically, a minimum \$500.00 buyer deposit will be required. During the sealed offer period, this provision will be included in our counter offer. In many CalVet repossession sales we pay the following: 50%.of the base escrow fee, 50%-100% of the CLTA title policy fee, 50%-100% of the county documentary transfer tax, and the real estate commission. We will generally not pay any other fees, including such fees as document preparation, recording, wiring, sub-escrow, or any other escrow or title charges.

Regarding outside financing, primarily with regard to FHA and VA financing, we may negotiate with respect to points, fees, and repair costs; but by means of a counter offer we will always limit our costs. Pest control, septic, and roof work can also be negotiated, though if paid, we will limit our costs initially. Normally, we will wait until we enter into a contract to consider such inspections; then depending upon the terms of the sale. We would prefer to not pay retrofit costs, home warranty costs, or buyer's closing costs; but again, they are negotiable, particularly in the case of a strong offer. By means of a counter offer, we will always limit our total costs and expenses in a transaction.

We recognize two different "As Is" concepts. The first involves selling the property "As Is without representation or warranty," thus ending our involvement with the property when it is sold. We will do this without exception. The second "As Is" concept involves our willingness to do repairs in escrow. We will consider repairs given a high enough sale price. This would, for example, allow the property condition to be upgraded to meet minimum FHA standards.

When presenting an offer, please prepare and provide a Seller's Net Sheet. During the sealed offer period, you will be asked to do the same once the offers are opened by the Department. When an offer is accepted, you will be responsible to open escrow, follow for the buyer's deposit, and to review the escrow instructions and the estimated seller net sheet for accuracy. You will be responsible for monitoring the escrow and coordinating activities at the property.

We will need a copy of any and all seller-paid work invoices: and clearances for our file. You will be expected to provide us a letter prior to close of escrow stating that all work done to the subject property has been inspected by you, and that all work appears to be complete and done in a workmanlike manner; this assuming that such is the case.

Any outstanding bills including utility reimbursements should be paid in escrow, supported by proper documentation, and approved by the CalVet Property Agent. You will be expected to review the final escrow closing statement for accuracy. Upon close of escrow, you are responsible for closing all utility accounts which are in the Department's name, or which are paid by the Department on a reimbursement basis. Failure to do so will result in you reimbursing the Department for charges incurred after close of escrow.

**OCCUPANCY CHECKS:**

1. Attempt to obtain name, address, and telephone number of all occupants.
2. If tenant, obtain landlord contact information.
3. Determine occupant's intentions with regard to occupancy.
4. If requested by CalVet, seek a move-out date.
5. Refer any questions to CalVet property agent.
6. Try and determine condition of property.
7. Obtain a contact person and telephone number for any homeowners association or mobile home park.
8. Be advised that the department does not participate in a "cash for keys" program.
9. Do not put yourself in danger.
10. Report your findings to CalVet.

**LISTING AGREEMENT:**

1. When it is determined that a property is vacant, the selected agent will be sent a "Pre-Listing Letter". It will state certain requirements and request certain items; review the letter when it is sent. Based upon your response, the department may enter into a listing agreement with you. There will be specific requirements with regard to the listing. No less than a 50% split of the commission must go to the "selling" (buyer's) agent, unless noted in the listing agreement and approved by CalVet.
2. The listing will begin in a pre-marketing phase. The subject property must be cleared for sale by our foreclosure unit. Exactly when the property reaches full repossession status will not be known. Depending upon any "clouds" on the title, this process can take months. You should not place a lock box on the property except for use by parties repairing or maintaining the property. You are not to put up your real estate sign, or enter the property on M.L.S. until you have been advised that the property has been cleared for sale. When the property is cleared for sale and the advertising and sealed offer period begins, you should place your sign on the property and place a lockbox. You will be required to place the listing on M.L.S. and reflect therein the "sealed offer" period. The "Pre-Listing" and "Advertising" letters we send will outline these requirements in detail. At the time the property is cleared for sale, we will request a listing extension, allowing for a full 90 days.
3. CalVet is required to offer the property for sale during an advertised "sealed offer" period.. As part of this process, you will be required to advertise the property in a specified newspaper for a specified period at your expense. You are considered compensated for the advertising expense, as well as other expenses incurred by you through the P.A.L. program; by the terms and conditions of the listing agreement, should you successfully close a sale escrow. Details of what is required in the advertisement will be sent in the "Advertising Letter", and a sample will be provided. You will also be responsible for collecting all offers during the period, and for forwarding them to us unopened at the end of the offer period. Additional details are given later in this outline, and more specifics will be provided in the "Advertising Letter".

## **TAKING POSSESSION WHEN HOUSE IS VACANT:**

1. Make arrangements to meet an approved locksmith.
2. Field materials recommended: camera, film, thumb screw window and sliding glass door locks, padlocks, pieces of 3 foot chain, CalVet sign, duct tape, hammer, nails, lockbox, flashlight, key tags, clip board, paper, screw driver, measuring tape.
3. Have the locksmith re-key all exterior door locks and garage locks to the same (new) key if possible. Each property is to be keyed separately, you are not to use a "master key" system; upon sale, advise the buyer to have the property re-keyed.
4. Obtain three sets of keys, one set to be forwarded to the department.
5. Post a CalVet "State Property" sign in a front and back window, secure it with duct tape.
6. Draw a rough sketch of floor plan (measurements not required), identify each room and area.
7. Walk the property, and the interior and exterior of each structure, and list:
  - a. Damage by room or exterior location, with an estimate of the repair cost.
  - b. Inventory all personal property, and estimate its current value.
  - c. All recommended repairs, including trash-out and clean-up, as well as recommended cosmetic items. Show the estimated cost per item. Identify any health and safety items. State which items you recommend be done in order to enhance marketability and obtain the sale price which would provide for our highest return. We would like to see a return on investment greater than one-to-one.
8. Evaluate the landscaping and sprinkler system condition.
9. Take photographs: front and back exterior photos; interior of living room, kitchen, bathrooms; outbuilding(s); site if appropriate, and the front of the homes on either-side and across the street. Also, photograph any significant damage and any personal property items having greater than minimal value.
10. Check all interior windows, use thumb-screw locks if needed.
11. Draw all drapes.
12. Padlock the garage door, if appropriate.
13. Chain and padlock all fence gates.
14. Inspect all door locks to insure that they function properly and are locked. The property is to be secure before leaving.
15. Sign off on the locksmith bill, reference the property address and our contract number, and then forward the bill to the supervising CalVet REO Property Agent.
16. If it is acceptable to the buyer, you may remove your padlocks, chains, and window locks at close of escrow for reuse.
17. Call that day and report on any personal property with a cumulative present value over \$300.00 for possible storage instructions.
- 18. Within 72 hours, send CalVet:**
  - a. Broker's Price Opinion (Competitive Market Analysis) report. Please use a grid form

rather than a narrative letter. An acceptable form is available from the department. Sign and date the report. Evaluate for market value. Your report should indicate an "As Is" market value, and a "Repaired" market value. Repair items should be specified, corresponding to other reports submitted. Discuss-marketing time and factors, and market conditions.

- b. MLS print-outs of all sale, listing, and expired comparables used in the BPO, in a "complete" rather than "abbreviated" information format.
- c. Floor plan sketch, showing room locations.
- d. Damage report by location (reference floor plan), with estimate of repair costs.
- e. Recommended repairs report; show estimate of cost. You may use the form provided as part of the-Department's BPO form.
- f. Personal property report.
- g. Landscaping recommendation.
- h. Photographs, as requested above.
- i. A property profile report.
- j. Your marketing plan.
- k. A listing agreement for our consideration; without list price.
- l. A complete set of keys.
- m. Verify for our file that a CalVet sign is up at property..

All reports should be submitted by mail. If you need additional time to complete the assignment, call your supervising CalVet REO Property Agent. Upon your taking possession on our behalf, we will send you a "Pre-Listing Letter". It will contain additional information pertaining to a listing agreement.

19. Upon receipt of your package, if the rough floor plan sketch you submit does not match the one in our file, we will request that you measure the dwelling structure (there may have been an addition or alteration)

20. Based upon the condition and particulars of the property, we will determine if CalVet financing will be offered. We will advise you in a future "Advertising Letter". Specifics about CalVet financing can be found in the loan application package.

### **CLEAN-UP AND REPAIRS:**

1. Discuss your repairs report with the supervising CalVet REO Property Agent. At minimum we will likely authorize that the property be de-trashed and "broom clean" (dump receipts may be required). Further repairs will be a property specific decision.
2. If repairs are to be done, have the necessary utilities turned on. Bills should be sent to:

California Department of Veterans Affairs  
Attn: Foreclosure Unit  
P.O. Box 942895  
Sacramento, CA 94295-0001

Office telephone (916) 503-8357  
Fax. (916) 653-2333

Tax ID # 68-0182830

3. Upon utility turn-on, check dwelling systems and appliances. **Important:** we do not want appliances (i.e. air conditioning, etc.) Left on, only to be surprised by a huge power bill. If the electricity is turned on, keep it turned off at the main switch on the electric panel box. Check the property after work is done.
4. Obtain work bids per our discussion. Type of operators/ permits/ guarantees/ certifications/ material selections/ colors to be discussed.'
5. Any contractor utilized shall have a valid license and proof of insurance with a minimum of \$500,000 per occurrence.
6. Give approved contractor a Payee Data form to complete and return with invoice. This is only required the first time an operator submits an invoice to the department.
7. Have repair bills sent to us in care of your address. Upon receipt of the invoice: verify, inspect, and photograph the completed repairs. **Sign off on the bill**, and be sure and include the CalVet contract number and the property address. Send the bill and documentation to the Department. Bills received without your sign-off will be returned to you, and will experience delay in processing of payment.

#### **PROPERTY•MAINTENANCE AND MONITORING:**

1. Check the property as often as possible, but not less than bi-weekly.
2. Report any vandalism to CalVet. If the damage is substantial, file a police report. Photograph any damage, and submit photos with your report.
3. If we determine in our conversation that the landscaping can and will be saved, have the water service turned on.
4. You will be notified of any citations received on the property, and will be requested to manage the needed action required to clear the citation.

#### **CALVET ADVERTISING "SEALED OFFER" PERIOD:**

1. As previously mentioned, you will be responsible for the cost incurred by placing the required newspaper advertisement. Once we clear a property for sale, we recommend that you place a lock box on the property for real estate agent access. You will have to show the property to non-agent individuals who call requesting to see the interior. Individuals are not required to use agents. If the individual does not desire to be represented by an agent, you may not insist upon it. This is an extremely important point of our "sealed offer" process. You have this understanding, we request that you alone show the houses to those who call in.
2. You should place a supply of CalVet offer forms and (if our financing- if offered) prequalification forms in the dwelling. You should instruct offerors that offers are to be submitted to you in a sealed envelope marked "sealed offer". The envelope may also state the property address. Use of the CalVet offer form is required. It may be submitted alone, or it may be submitted along with anything additional such as a "list of terms", or a complete purchase offer contract. Be advised that an offer must be postmarked by the last day of the "sealed offer" period, as specified in the newspaper advertisement. CalVet must wait 5 days after the end of the specified period before opening the offers. Offers received by fax are not to be accepted. They are to be returned to the sender with proper instructions.

3. At the conclusion of the "sealed offer" period, you will forward all offers received to our office. For overnight delivery, our street address is:

California Department of Veterans Affairs  
Attn: Foreclosure Unit  
1227 "O" Street  
Sacramento, CA 95814.

**OTHER:**

1. Timely response to CalVet requests is expected.
2. CalVet supplies: broker price opinion/repairs forms, CalVet signs, Payee Data forms, "Offer to Purchase Repossessed Property" offer forms, prequalification forms, CalVet loan application packages. You will be required to make photocopies of some items.
3. Your participation in this program is voluntary. The program is subject to change at any time.



# OFFER TO PURCHASE REPOSSESSED PROPERTY

The California Department of Veterans Affairs (CalVet) acquired this property by foreclosure through the cancellation of its Contract of Sale. Therefore, CalVet makes no representation to the buyer(s) or their real estate agent as to the condition of the property.

I (We) hereby submit an offer to purchase the property located at:

\_\_\_\_\_, CA  
for the amount of \$ \_\_\_\_\_. Offer submitted by (purchaser[s]): \_\_\_\_\_.

Contact information: Email: \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Mailing Address: \_\_\_\_\_

**Please check the appropriate boxes:**

| QUESTION  | YES | NO | QUESTION              | YES | NO |
|---|-----|----|-----------------------|-----|----|
| Eligible Veteran?                               |     |    | Prior CalVet Loan?    |     |    |
| Non-Veteran?                                    |     |    | First Time Homebuyer? |     |    |
| Property to be used as your personal residence? |     |    |                       |     |    |

I (We) propose to finance the property as follows using:

- CalVet financing (if available) as an eligible veteran with a down payment of \$ \_\_\_\_\_. (Amount of the down payment is dependent upon loan and property type. Interest rate for a mobile home in a park is 1% higher than published rates.)
- CalVet financing (if available) as a non-veteran with a down payment of \$ \_\_\_\_\_. (Minimum down payment is 3% of purchase price and is dependent upon loan and property type. Interest rates for non-veterans are 0.5% higher and for mobile homes 1% higher than published rates.)
- Other financing: FHA VA Conventional Private Seller Points: \_\_\_\_\_ (Note: CalVet does not typically pay points.)
- Cash

\_\_\_\_\_  
Date Signature of Buyer Signature of Buyer

**Complete only if you are represented by a Real Estate (RE) Broker or Agent:**  
 RE Broker/Agent: \_\_\_\_\_ RE Company: \_\_\_\_\_  
 Cell:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Office:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Commission requested \_\_\_\_%. Commissions are subject to Lienholder's and Mortgage Insurance Carrier's approvals and may be adjusted at that time. Offers should be written to accommodate this commission contingency. Any reductions in commission must be split 50/50 between Agents. Real Estate commissions exceeding 6% of the sales price for the transaction must be justified to and approved by CalVet management in advance of any commitment to do so by CalVet.

For Department use only

- Offer Accepted  Offer Rejected
- Accepted Subject to Counter Offer dated and submitted: \_\_\_\_\_

\_\_\_\_\_  
Authorized Officer Date





# BROKERS PRICE OPINION REPORT

CalVet Repossessed Property

(Print clearly in blue ink)

## SECTION 1: Possession Confirmation Items

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

This property was rekeyed, secured, and posted with CalVet's "State Property" sign on (date completed): \_\_\_\_\_

**Agent responsibilities:** A list of any personal property having value has been faxed to CalVet. If vehicles are on site, a CalVet "Report of Vehicle on Property" form has been completed and submitted for each vehicle. All utility companies have been contacted, and service has been taken out of the former occupant's name. Utilities are turned (circle) **on / off** at this time. If turned on, they have been put in (circle) **CalVet's / Real Estate Company's** name for billing.

Companies: Water \_\_\_\_\_ Electric \_\_\_\_\_ Gas \_\_\_\_\_

Bids for the following work have been requested to date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Section 1 comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 2: Neighborhood Data

Property is:      Urban      Suburban      Rural      Resort

If rural, give brief description including access roads and proximity to shopping and services: \_\_\_\_\_

List the predominate improvements in the neighborhood:

Property type / land use (i.e. SFR, land): \_\_\_\_\_

Type of construction (i.e. tract, custom): \_\_\_\_\_

Quality: \_\_\_\_\_ Age: \_\_\_\_\_

Neighborhood Property Value Range: \_\_\_\_\_ to \_\_\_\_\_

Any special assessments such as Mello Roos? If so, provide name, amount, and description:

\_\_\_\_\_

Please provide applicable information of:

1. HOA name: \_\_\_\_\_

2. Property Management Company name: \_\_\_\_\_

3. Mobile Home Park name: \_\_\_\_\_

Address (of 1, 2 or 3): \_\_\_\_\_

Contact Person Name & Telephone: \_\_\_\_\_

Total units in development: \_\_\_\_\_ Monthly dues / Space rent: \_\_\_\_\_

Do HOA dues or park space rent cover utilities or common area maintenance? \_\_\_\_\_

Provide details: \_\_\_\_\_

Common area description: \_\_\_\_\_

Section 2 comments: \_\_\_\_\_

**SECTION 3: Subject Property Information**

(Circle):  SFR  Condo  PUD  Land  Farm  Mobile Home on Land  Mobile Home in Park

Was the subject property's interior inspected?: Yes  No

Can all utilities be turned on at the property?: Yes  No

Have any public utility meters been pulled from the property?: Yes  No

Identify any private utilities: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Heating: \_\_\_\_\_ Air Conditioning: \_\_\_\_\_

Foundation Type (i.e. slab, raised concrete perimeter): \_\_\_\_\_

Exterior Siding material: \_\_\_\_\_ Roof Cover material: \_\_\_\_\_

The overall property condition is:  Excellent  Very Good  Good  Average  Fair  Poor

Complete Section 8 below for any, "Subject Property Damage and Repairs."

Provide additional subject property information here and in Section 5 below.

Section 3 comments: \_\_\_\_\_

---

**SECTION 4: Marketability Factors**

**I. State and National factors**

Economic/Employment conditions: \_\_\_\_\_

Current interest rates: \_\_\_\_\_

**II. Community factors**

Economic base: \_\_\_\_\_

Housing supply compared to demand (circle):     Over                       Balance                       Under

Current rate of new construction (circle):         Low                               Moderate                       High

Property Values (circle):                               Appreciating                       Stable                               Depreciating

Current rental demand is (circle):                       Low                               Moderate                       High

**III. Neighborhood factors**

List any positive or negative factors affecting property sales, include any known environmental hazards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Compared to the past two years, the current number of residential listings in the neighborhood is:  
 Low     Moderate     High

The average marketing time for neighborhood properties is \_\_\_\_\_ days.

**IV. Subject property factors**

List any positive or negative factors affecting the sale of the subject property; include any functional or external obsolescence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the subject property been listed for sale in the past year? :         Yes     No

Listing period: \_\_\_\_\_ List Price: \_\_\_\_\_

Section 4 comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: Comparable Properties**

I. Comparable Closed Sales. Use comparable sales closed within 6 months. If necessary, use sales up to 12 months old.

| Item                   | Subject | Comp Sale #1 | Comp Sale #2 | Comp Sale #3 |
|------------------------|---------|--------------|--------------|--------------|
| Address:               |         |              |              |              |
|                        |         |              |              |              |
| Data Source            |         |              |              |              |
| Distance to Subject    |         |              |              |              |
| Original List Price    |         |              |              |              |
| Final List Price       |         |              |              |              |
| Sale Price             |         |              |              |              |
| COE Date               |         |              |              |              |
| DOM                    |         |              |              |              |
| REO Y/N                |         |              |              |              |
| Inspected Y/N          |         |              |              |              |
| Finance Concessions    |         |              |              |              |
| Location               |         |              |              |              |
| Year Built (remodeled) |         |              |              |              |
| Construction Quality   |         |              |              |              |
| Condition              |         |              |              |              |
| Total / Bed / Bath     |         |              |              |              |
| Gross Living Area      |         |              |              |              |
| Lot Size               |         |              |              |              |
| Garage / Carport       |         |              |              |              |
| Fireplace              |         |              |              |              |
| Porch/ Patio/ Deck     |         |              |              |              |
| Other Amenity          |         |              |              |              |
| Other Amenity          |         |              |              |              |

**Submit listing information (MLS printouts acceptable) and photos for each comparable used.  
 Comment individually on any substantial value-related differences.**

Comp #1: \_\_\_\_\_  
 \_\_\_\_\_

Comp #2 \_\_\_\_\_  
 \_\_\_\_\_

Comp #3 \_\_\_\_\_  
 \_\_\_\_\_

**II. Comparable Current Listings.** If necessary use Expired Listings within 6 months.

| Item                   | Subject | Comp Sale #1 | Comp Sale #2 | Comp Sale #3 |
|------------------------|---------|--------------|--------------|--------------|
| Address:               |         |              |              |              |
|                        |         |              |              |              |
| Data Sources           |         |              |              |              |
| Distance to Subject    |         |              |              |              |
| Original List Price    |         |              |              |              |
| Current List Price     |         |              |              |              |
| DOM                    |         |              |              |              |
| REO Y/N                |         |              |              |              |
| Inspected Y/N          |         |              |              |              |
| Finance Concessions    |         |              |              |              |
| Location               |         |              |              |              |
| Year Built (remodeled) |         |              |              |              |
| Construction Quality   |         |              |              |              |
| Condition              |         |              |              |              |
| Total / Bed / Bath     |         |              |              |              |
| Gross Living Area      |         |              |              |              |
| Lot Size               |         |              |              |              |
| Garage / Carport       |         |              |              |              |
| Fireplace              |         |              |              |              |
| Porch / Patio / Deck   |         |              |              |              |
| Other Amenity          |         |              |              |              |
| Other Amenity          |         |              |              |              |
| Other Amenity          |         |              |              |              |

**Submit listing information (MLS printouts acceptable) and photos for each comparable used and subject property, if short sale. Comment individually on any substantial value-related differences.**

Listing #1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Listing #2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Listing #3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 6: Market Value Conclusions**

Market Value Definition: *The most probable price in cash, terms equivalent to cash, or in other precisely revealed terms, for which the appraised property will sell in a competitive market under all conditions requisite to fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.*

Market Value Range: As-Is Low \_\_\_\_\_ As-Is High \_\_\_\_\_

Suggested List Price: \_\_\_\_\_

Estimated marketing time: \_\_\_\_\_

Estimate of Repairs (Total from Section 8 below): \_\_\_\_\_

Comment on doing repairs, the likely dollar for dollar return on the investment, the effect on marketing time, and any known excessive vandalism risk factors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimate of Market Value in "as-is" condition: \_\_\_\_\_

Estimate of Market Value if fully repaired: \_\_\_\_\_

Estimate of Land Value only: \_\_\_\_\_

Section 6 comments (Include comments about which sale comparable and which listing comparable are considered most relevant to valuing the subject.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 7: Broker/Agent Information**

Agent Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax and Web Site (as applicable): \_\_\_\_\_

Distance from your office to the subject property: \_\_\_\_\_

Refer to the CalVet "PAL agent Pre-Listing Package Checklist", and include all required items. List any additional non-required information which you are submitting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**SECTION 8: Subject Property Damage and Repairs**

**Instructions:** The Department requires only an itemized layman’s report on damage with an estimate of repair cost from the PAL real estate agent. However, it is acceptable if this section is completed by a construction contractor or inspector. Show damage for items rated in fair or poor condition only. Items in average or better condition are not considered damaged or in need of repair. If a special inspection is needed (i.e. pest control, septic), so indicate on line and leave estimate blank.

| Item / Description                               | Estimated Cost |
|--|----------------|
| 1. Trash-Out Interior Dwelling and Garage        |                |
| 2. Trash-Out Site                                |                |
| 3. Yard & Landscaping                            |                |
| 4. Structural Foundation / Grading / Engineering |                |
| 5. Roof  |                |
| 6. Exterior Siding                               |                |
| 7. Exterior Carpentry / Ext. Doors / Garage Door |                |
| 8. Full Exterior Paint                           |                |
| 9. Exterior Trim Paint Only                      |                |
| 10. Windows / Screens                            |                |
| 11. Glass Sliders                                |                |
| 12. Fence  |                |
| 13. Porch, Patio, Decking, Balcony               |                |
| 14. Outbuildings                                 |                |
| 15. Pool / Spa                                   |                |
| 16. Garage Interior                              |                |
| 17. Driveway                                     |                |
| 18. Chimney                                      |                |
| 19. Electrical                                   |                |
| 20. Plumbing Pipes                               |                |
| 21. Winterization                                |                |

|  |  |
|--|--|
| 22. Water Heater                               |  |
| 23. Water Heater Strapping                     |  |
| 24. Well                                       |  |
| 25. Septic                                     |  |
| 26. Pest Control (Termite)                     |  |
| 27. Exterior - Other                           |  |
| 28. Exterior - Other                           |  |
| 29. Fireplace                                  |  |
| 30. Heating                                    |  |
| 31. Air Conditioning                           |  |
| 32. Thermostat                                 |  |
| 33. Smoke Detectors                            |  |
| 34. Ceiling Water Leak Damage                  |  |
| 35. Plumbing Kitchen Fixtures & Hardware       |  |
| 36. Plumbing Bathroom Fixtures & Hardware      |  |
| 37. Kitchen Appliances                         |  |
| 38. Kitchen Cabinets                           |  |
| 39. Kitchen Countertops                        |  |
| 40. Bathroom Cabinets                          |  |
| 41. Mirrors                                    |  |
| 42. Other Cabinets                             |  |
| 43. Stair Railing                              |  |
| 44. Interior Wall                              |  |
| 45. Interior Paint (includes ceilings: Y or N) |  |
| 46. Interior Doors, Frames, Hardware           |  |
| 47. Interior Closet Doors                      |  |



|                             |  |
|-----------------------------|--|
| 48. Interior Light Fixtures |  |
| 49. Carpet                  |  |
| 50. Carpet Pad              |  |
| 51. Carpet Cleaning Only    |  |
| 52. Vinyl - Kitchen         |  |
| 53. Vinyl - Master Bathroom |  |
| 54. Vinyl - Hall Bathroom   |  |
| 55. Other Floor Coverings   |  |
| 56. Interior - Other        |  |
| 57. Interior - Other        |  |
| 58. Final Clean             |  |

**TOTAL LABOR AND MATERIALS COST:** \_\_\_\_\_

Date Completed: \_\_\_\_\_

**I. Layman's estimate (approximations), based upon PAL agent inspection only.**

By:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed

OR

**II. Contractors / Inspectors estimate by:** \_\_\_\_\_  
Company Name

By:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed

If licensed general contractor, should this be considered a formal bid? (circle)

No

Section 8 comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 9: Floor Plan Sketch**



## **PAL AGENT PRE-LISTING PACKAGE CHECKLIST**

1. \_\_\_\_ CalVet sign posted at property
2. \_\_\_\_ All utility companies contacted.
3. \_\_\_\_ CalVet Brokers Price Opinion Report signed and dated. Include landscaping recommendation.
4. \_\_\_\_ MLS print-outs of all comparables used, in .a complete information format.
5. \_\_\_\_ Damage and-Repairs Report, including estimate of repair cost. Use Section 8 of Cal-Vet BPO form.
6. \_\_\_\_ Rough floor plan sketch (measurements not required).
7. \_\_\_\_ Personal Property Report (nil comment required).
8. \_\_\_\_ Report of Vehicle on Property form (if applicable).
9. \_\_\_\_ Photos: front and back exterior photos; interior of living room, kitchen, bathrooms; outbuilding(s); site if appropriate, and the front of the homes on either-side and across the street. Also, photograph any significant damage and any personal property items having greater than minimal value.
10. \_\_\_\_ Property profile report.
11. \_\_\_\_ A complete set of keys.
12. \_\_\_\_ Listing Agreement; leave list price and list period blank.
13. \_\_\_\_ Marketing Plan



**REPORT OF VEHICLE ON PROPERTY**

Date \_\_\_\_\_

Property address \_\_\_\_\_

\_\_\_\_\_

Make \_\_\_\_\_

Model/Year \_\_\_\_\_

VIN \_\_\_\_\_

State of registration \_\_\_\_\_

License plate number \_\_\_\_\_

Registration card present? (attach copy). \_\_\_\_\_

Month and year of sticker expiration \_\_\_\_\_

Where is the property located on the site? \_\_\_\_\_

Please note if the following items are present, and if so, their condition:

Engine \_\_\_\_\_

Transmission \_\_\_\_\_

Wheels \_\_\_\_\_

Tires \_\_\_\_\_

Doors \_\_\_\_\_

Windshield \_\_\_\_\_

Significant missing parts \_\_\_\_\_

Does it appear that this vehicle could operate under its own power? \_\_\_\_\_

Does it appear that this vehicle could be operated on a highway? \_\_\_\_\_

Layman's estimate of value \_\_\_\_\_

Attach pictures \_\_\_\_\_

Does the county have a "vehicle abatement officer"? \_\_\_\_\_



**WORK SCOPE SHEET AND REQUEST FOR BID**

*CalVet Repossessed Property*

Instructions to vendor: You are requested to submit a bid to do the work listed below at the property indicated. Your bid should be complete, including labor and materials. Material quality must be consistent with the structure. All work and materials must meet building code requirements, and are subject to inspection. Any selection of colors and patterns will be made by the Department or our representative.

Itemize your bid per the breakdown shown to the extent possible, providing adequate detail. Any additional items which you bid are to be shown separately, and will not be used for comparison of bids, and may be eliminated by the Department. Your bid should include your name, address, and telephone number; and your earliest start date along with your estimate of the amount of time needed to complete the work. Deliver your bid to the person issuing this request by the date indicated.

Property Address: \_\_\_\_\_

Submit bid **no later than** (date): \_\_\_\_\_

Access arrangements: \_\_\_\_\_

Name of person issuing this request: \_\_\_\_\_

**ITEMS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_



# **STATE PROPERTY**

Persons Unlawfully Entering

Or Damaging

Will Be Prosecuted

**DEPARTMENT OF  
VETERANS AFFAIRS**