

February 16, 2012  
Memo to Inspection Contractors

You will find copies of a letter to the Home Owners Association (HOA) members, and/or management staff of secured complexes or buildings. It is designed to help the HOA or management staff to communicate with Wolverine and its clients. We are hoping to obtain either the security code, card for access, or a contact name and phone number to schedule monthly access.

Wolverine is asking that when you encounter a secured complex, or building without a guard, you post this letter in a plain white envelope addressed to Home Owners Association. It must be posted on the most visible and most used spot at the gate, i.e. key pad, card slot, or any mechanism that the residents must use to enter the complex or building. You must also provide a photo of the envelope and location where it is posted.

If there is a guard posted at the entrance please give the letter to the guard. Ask that they pass it on to the appropriate person. Whether you post the letter at the entrance or give to a guard or other agent for the HOA or management staff, make sure you write the address as it appears on the inspection in the appointed space on the letter.

I will also take this opportunity to remind you to provide any phone numbers, and/or agency names that are posted on or around the entrance.

Please do not hesitate to contact Jen or me if you have any questions.

Thank you for your valued service and continued efforts!

Mark Dorchon  
Wolverine Real Estate Services  
800-875-7170, ext. 106

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**WOLVERINE REAL  
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MI 48070  
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FAX (248) 586-9794

[www.fieldinspection.com](http://www.fieldinspection.com)

Date Inspected: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dear Sirs,

Our firm has been employed to inspect the property at:

\_\_\_\_\_,  
for the mortgage servicer, as required by local, state and/or federal  
requirements.

Due to the security measures in place we are asking for your assistance to  
access the exterior of the property, inspect the property for occupancy and to  
take a photo of the property.

Thank you in advance for your help, and I look forward to hearing from you  
soon.

Sincerely,

Mark D.  
248-586-9779, ext. 106  
248-586-9794, or 95, fax  
[markd@fieldinspection.com](mailto:markd@fieldinspection.com)

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