



**WOLVERINE REAL ESTATE SERVICES, INC.**

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## **Securing & Initial Photos**

- Take **full photo set**:
    - Street sign, address, all 4 exterior sides, utility meters, roofs, gutters, fence lines
    - Interior: at least 2 photos per room (opposite corners, floor-to-ceiling)
    - Outbuildings, sheds, mechanicals, appliances, thermostat, attic, crawlspace
  - Ensure photos are **date-stamped** and complete view of property
  - Photograph/document **any notices/violations** so text is readable (also record in PCR)
  - If damages/bids missed during initial secure → contractor responsible (except new damage/debris)
  - Post **emergency contact sign** in front window (visible from street) and take photo
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## **Bids & Damage Reporting**

- Bids must include **dimensions/details** for each item (or will be rejected)
    - Pools – length/width, cover type
    - Mold – size & location
    - Windows – size, location, pane type
    - Roof repairs/replacement – size, materials, dimensions
    - Vegetation – size, location, cubic yardage
    - Plumbing – length, size, location
  - Fill out **Damaged Property Report (DPR)** for all new damage (major & cosmetic)
  - Include **date-stamped photos** to verify damage
  - **Vandalism** → file police report (include #, officer, dept. info)
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## Debris Removal

- Must be bid/charged by **cubic yard** (3'x3'x3', washing machine size)
  - Documentation required:
    - Before photos (interior, exterior, debris pile, hauling container)
    - After photos (interior, exterior, loaded container)
    - Dump receipts
  - **Eviction debris:** take new before-photos at curb before removal
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## Work Orders

- **Follow all instructions** in each order (PCR, DPR, Bids, postings, etc.)
  - Update photos/bids for unresolved issues only (exclude resolved items)
  - Report if unable to assess damages due to debris/obstructions
  - Watch for **trip hazards** (inside/outside) and bid to repair/remove:
    - Uneven floors, transitions, steps, decks, patios, sidewalks
    - Obstructions (pipes, poles, wires, rocks, cables)
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## Additional Items to Document/Report

- Overgrown shrubs/trees touching structures
  - Gutters, downspouts, soffits, fascia condition
  - Roof, chimney, vents condition
  - Stairs & railings (inside/outside)
  - Mold (inside/outside)
  - Missing appliances/fixtures
  - Graffiti (bid to remediate)
  - Severely soiled carpets (bid to remove)
  - Soft/wet subfloors
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## Winterization

- Only within HUD-regulated season (out of season needs approval)
  - Note plumbing leaks/damage, cap breaks
  - Partial winterization if plumbing missing/damaged (bill half price)
  - Post signage: electrical box, water heater, toilets, front door
  - Take **before/during/after photos** of all steps
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## Grass Cuts

- Must be completed between the dates on the grass order
  - Provide **before, during, and after photos**
  - Weed eating required on **every grass cut**
  - Overgrowth cannot wait months to be reported
  - Report/Bid overgrowth **promptly with photos** to justify
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## Snow Removal

- Required after **3" + accumulation**
- Clear entryway, walkways, porch, driveway
- Must follow **local codes**
- No trip charge if not needed
- Provide **before & after photos**

**If you have any questions, please contact Mark or Mandee.**

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