



Property Address:

Date of Inspection:

DRIVE- BY OCCUPANCY INSPECTION REQUEST

PLEASE COMPLETE A DRIVE-BY INSPECTION FOR THE REFERENCED PROPERTY. THE INSPECTION HAS BEEN ORDERED TO ENSURE THE PROPERTY HAS NOT BEEN ABANDONED AND THE EXTERIOR IS BEING MAINTAINED. PLEASE DO NOT GET OUT OF YOUR AUTOMOBILE OR TRESPASS ONTO THE PROPERTY.

NOTE: PROPERTIES THAT APPEAR TO BE OCCUPIED, OR IT IS UNCERTAIN IF THEY ARE OCCUPIED, NEED TO BE INSPECTED IN THE EVENING TO CONFIRM OCCUPANCY. DO NOT ENTER A PROPERTY IF YOU ARE UNSURE OF OCCUPANCY.

IF YOU ARE APPROACHED BY THE OCCUPANT OF THE HOME, A NEIGHBOR OR OTHER INDIVIDUAL WHO MIGHT INQUIRE ABOUT YOUR REASON FOR BEING AT THE PROPERTY, PLEASE ADVISE THEM "I HAVE BEEN RETAINED BY YOUR/THE BANK TO COMPLETE A DRIVE-BY INSPECTION OF THE HOME". IF YOU ARE ASKED ANY FURTHER QUESTIONS, PLEASE STATE "I DO NOT KNOW, PLEASE CONTACT YOUR BANK FOR ANY FURTHER QUESTIONS".

Occupancy Checklist:

Does the property appear occupied? Yes No Not sure

If you answered "**Yes**", please take exterior photos only and commence monthly drive-by inspections.

PLEASE DO NOT GET OUT OF YOUR AUTOMOBILE OR TRESPASS ONTO THE PROPERTY. Please comment below with your findings:

If you answered "**Not sure**", please return to the property in the evening when it will be easier to verify if the utilities are on. Please comment below with your findings:

If you answered "**No**", please take exterior photos and contact your FFI representative for further instructions. Please comment below with your findings:

Is the lawn being maintained? Yes No N/A

Agent/Vendor Name

Date

Agent/Vendor Company Name

Phone