

FNMA DRIVE BY BPO CHECKLIST

- Agent Information needs** to be filled out at the top of the BPO Form.
- Inspection date** must be typed on the form.
- If there is anything on the BPO that is N/A or unknown please indicate by putting a **UNK** in the space. Please **do not** leave any blanks on the BPO form. **No UNK** in subject property information, please indicate best guess of # of rooms, baths, square footage, etc...
- Please indicate the **complete subject property address** including City, State and Zip.
- ALL** information on the BPO must be **typed** unless approved by us.
- ALL** comps that are over 6 months old must be accompanied by explanation for why they were used.
- Positive and negative features of the subject property need to appear on the BPO. Any comments that you have regarding the current market condition in the subject property area should also be on the BPO.
- Net. Adj and Indicated value **must be** filled out on the BPO.

Example: If you have the estimated sales price/Normal sale for the subject property at \$15,000 and your comp's sale price is \$20,000, in the comment section of the sold comp we need to know why it sold for more then the subject property. I.e.: more bedrooms, more acreage etc.

You would then add or subtract (net. adj) from the sold price. Your indicated value should equal or be very close to the subject properties As Is Normal Sale, Sales Price. If no adjustments are necessary, please indicate "0" in the net. adj field and bring the sold price down to the Indicated Value field.

Our Clients find a great deal of value from the information that you provide.

If these requirements are not completed, the BPO **will not** be accepted!!