



Quality Control Checklist – New Listing

HUD Case # _____

Date: _____

Property Address: _____

_____ Is there a minimum of six (6) photos available for viewing on www.HUDHomeStore.com website?

_____ Has *property design* been populated to match dwelling?

If HOA fees apply; do they match the *Disclosure & Repairs Addendums*?

If not, has the correct information been attached and has a new WON been created?

The Following information is required on all HOA's:

- ① Name of HOA/Management Company: _____
- ② Point of Contact: _____
- ③ Address: _____
- ④ Phone Number: _____
- ⑤ Monthly Dues: _____

_____ Is the repair escrow amount listed on HUDHomeStore.com and does it match the *Disclosure & Repairs* addendum? Do the repairs listed, match the PCR findings?

_____ Does the FHA financing type match the listing?

_____ Have agents/brokers verified the following to the best of their ability?:

**Identify unusual property issues (i.e. no driveway access, shared wells)

**Include neighborhood information such as:

- _____ Identify declining market
- _____ Median neighborhood price
- _____ Identify average days on market

Sewer:	Public	<input type="checkbox"/>	Septic	<input type="checkbox"/>	
Water:	Public	<input type="checkbox"/>	Well	<input type="checkbox"/>	Shared Well <input type="checkbox"/>

_____ Has the property **MLS tear sheet** been uploaded into EMS?

_____ Has the **Tax Record** been emailed to deena.westrope@pemco-limited.com & sayra.dieb@pemco-limited.com in addition to uploaded into EMS?

Has the property QC report been emailed to QClistings2s@pemco-limited.com & deena.westrope@pemco-limited.com & sayra.dieb@pemco-limited.com in addition to uploaded into EMS?

Notes/Comments:

