



STEP 1: Review our Real Estate Preparatory Checklist and **gather** all related real estate documents for each property that you would like to centralize into our preservation portal.

STEP 2: Categorize documents:

1st by State 2nd by City/County 3rd by Property Type 4th by Physical/Legal Description

ppREp® Real Estate Document Preparatory Checklist:

SETTLEMENT STATEMENT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
CAPITAL IMPROVEMENT EXPENSE RECEIPT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY APPRAISAL	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
TAX ASSESSMENT NOTICE	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY SECURITY SYSTEM PLAN	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
LAND USE REVALIDATION NOTICE	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
SEWAGE DISPOSAL SYSTEM CERTIFICATION LETTER	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
HOME WARRANTY PLAN	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY INSURANCE POLICY	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
FLOOD INSURANCE POLICY	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
LIFE ESTATE OCCUPANCY AGREEMENT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY MANAGEMENT AGREEMENT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
TENANT LEASE AGREEMENT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL ESTATE CONVEYANCE DEED	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
PROPRIETARY LEASE AND SHARE OF STOCK	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL ESTATE CHAIN OF TITLE REPORT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
LAND PLAT/SURVEY	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY INSPECTION REPORT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY PURCHASE AND SALE AGREEMENT	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced
REAL PROPERTY EXTERIOR PHOTOGRAPHS	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> Misplaced

STEP 3: Call (804) 304-7514 to start **centralizing** your real estate documents into our online, preservation portal.