ASSIGNMENT VERIFICATION

Verify an REO Assignment Before You Pay, Share Information or Visit

Check an unfamiliar request through independent trusted channels before paying fees, sharing sensitive documents or planning property access. A real address or fee amount does not prove authority.



PROPERTY REF / ASSET NO. _____ DATE _____ INITIALS _____

01 Stop Before you act on the request

- ☐ Preserve the original request through the approved brokerage process.
- ☐ Record the claimed organization, sender address, property identifier, requested action, deadline and supplied links.
- ☐ Don't use an unexpected link, attachment, login, code or payment as the verification method.
- ☐ Don't pay a small amount as an experiment, visit to see if it's real, or share partial credentials.

02 Verify Through a route you established independently

- ☐ Contact the organization through a trusted channel, not the callback number, reply address or link in the message.
- ☐ Confirm separately: the organization and its role, the sender's authority, and the property-specific request.
- ☐ Review current scope, compensation, expenses and platform terms.
- ☐ Verify any fee's purpose, payee and business approval. Don't assume reimbursement.
- ☐ Limit sensitive document requests to verified need and approved secure delivery.
- ☐ Recheck discrepancies or changed payment instructions independently.

03 Proceed Only after the relevant checks

- ☐ Assign each open question an owner and follow-up route; pause the action where confirmation is missing.
- ☐ Record acceptance and spending decisions only after the relevant checks.
- ☐ Handle lawful property access separately before any visit or entry.

If information was already shared or money sent: report promptly through the brokerage's security and payment-incident procedures and preserve the evidence. Don't send further money to someone who promises to recover the first payment.

04 Intake record Keep in the asset file

INDEPENDENT CONTACT ROUTE _____ PERSON OR TEAM REACHED _____

FACTS CONFIRMED _____

UNRESOLVED DISCREPANCIES _____

DECISION ☐ Proceed ☐ Pause SPENDING APPROVAL REF. _____

NOTES _____

Review draft. Client instructions, applicable law and brokerage policy control. These checks may not catch every scam.