



# BORROWER PROPERTY DOCUMENTATION GUIDELINES

Putting the time and effort into submitting organized, detailed photos, videos, and documents supporting your property will not only allow us to keep your submissions organized, but will significantly increase the efficiency and speed of the underwriting process. Please use the outline and tips below to ensure that your supporting documentation meets our guidelines.

## For your property, you will be required to submit:

- Walkthrough Video
- Photos
- Comps/Valuation Analysis

## FILE ORGANIZATION

For consistency and organizational purposes, please save your images and documents in a Google Drive folder in the following format:

- Name - Property Address
  - Video *(Save your video file here)*
  - Photos *(Save all photos here)*
  - Comps/Valuation *(Save all documents here)*

## FILE SHARING

Please send a Google Drive link to your Google Drive folder to [photos@reiahardmoney.com](mailto:photos@reiahardmoney.com). The underwriting process will not begin until these assets are received.

**Not sure how to create a Google Drive link?** Click [here](#) to watch a quick tutorial.

## VIDEO

Including a video helps us get a general overview of the property; both the positive parts and issues that need to be addressed. **Your video should follow the format of the Repair Sheet,** including an overview of:

### THE EXTERIOR

Walk the exterior, pointing out any major/minor issues or areas that will undergo significant rehab projects as well as any positive aspects that may be good selling points.

### THE BASEMENT

Walk through the basement, giving an overview of the foundation and mechanicals; mentioning major/minor issues or areas that will undergo significant rehab projects as well as any positive aspects that may be good selling points.

### THE INTERIOR

Walk through each room, pointing out any major/minor issues or areas that will undergo significant rehab projects as well as any positive aspects that may be good selling points.

## VIDEO RECORDING TIPS



Use the widest angle possible



Speak clearly and concisely



Have your flashlight on to ensure proper lighting



# PHOTOS

## FILE LABELING

When uploading the images you photograph of your property, please follow the recommended file naming convention below. This helps us keep your photos organized so that they can be easily referenced in the underwriting process.

**Photo Number - Location - Room (if applicable) - Photo Contents (if applicable).jpg**

Examples:

- 1-Exterior-Wood Siding-Minor Repairs.jpg
- 2-Exterior-Fence-Newly-Redone.jpg
- 3-Interior-Kitchen-Cabinets Need Refinishing.jpg
- 4-Interior-Bedroom1.jpg
- 5-Interior-Basement-Foundation-Water-Leak.jpg
- 6-Interior-Bathroom-Floor-Tile-Broken.jpg

## IMAGE TAKING TIPS

To give us the best analysis of the property, please keep the following suggestions in mind when taking photos:



Take images using your widest camera angle.



Use your flash to ensure proper lighting.

## PHOTO SPECIFICATIONS

To keep photos easy to view across multiple platforms, please save all images as **.jpg** format.

## REQUIRED PHOTOS

Please take photos of the following areas if applicable to your property.

<b>EXTERIOR</b>	Siding	Chimney	Porch	AC Unit
	Trim	Fence	Lawn	Shed/Other Structures
	Gutters	Patio	Windows	Garage
	Roof	Deck	Driveway	Well/Septic

<b>INTERIOR</b>	<b>KITCHEN</b>	<b>BATHROOMS</b>	<b>FOUNDATION/MECHANICALS</b>	
	Flooring	Flooring	Foundation	Water Heater
	Cabinets	Tub/Shower	Sump Pump/Well	Breaker Panel, Meter,
	Appliances	Toilet	HVAC	Service Mast
	<b>BEDROOMS</b>	Vanity	Plumbing	<b>OTHER LIVING SPACES</b>

Note: The videos and pictures you take should align with the **Repair Sheet** you are required to fill out and submit with your loan application. At end of day, the stories in your videos and photos should tell the same story as the Repair Sheet.



# COMPS/VALUATION ANALYSIS

The Property Overview and Analysis should be a detailed outline that summarizes the property, explaining the condition of the property in detail. **The Property Overview and Analysis should be seen as something to be used by BOTH you (the Borrower) and us (the Lender) to help us both think through the entirety of the project.** Please include the following:

## INTRODUCTION

- 1 **DATE THAT THE PROPERTY WAS TOURED**
- 2 **LINKS TO THE COMPS OF THE PROPERTY**
- 3 **LINK TO THE GOOGLE DRIVE FOLDER OF PROPERTY PHOTOS**
- 4 **BRIEF SUMMARY OF THE PROPERTY ANALYSIS IN PARAGRAPH FORM, INCLUDING:**
  - a. Number of Bedrooms
  - b. Number of Bathrooms
  - c. Square Footage (include info on any square footage/dormers being added)
  - d. Garage Details (# of stalls, attached/detached)
  - e. Basement Status (finished, unfinished, details of what is finished/not, noticeable moisture)
  - f. Overall Condition of the House
  - g. Current Habitability
  - h. If the property has well or septic, please conduct testing and supply us with the results.

## DETAILS OF PROPERTY INTERIOR AND EXTERIOR

- 5 **EXTERIOR**

Write a summary of the exterior in paragraph(s) form. Going into detail on the following list of topics making sure to **outline the condition of each, any repairs or suggested updates needed, and scope of the project (if applicable):**

  - Overall Condition of the Exterior
  - Type of Siding
  - Type of Trim
  - Chimney
  - Windows
  - Doors
  - Gutters
  - Driveway
  - Yard (Fence, Yard Size, Patio)
  - Garage
  - Any other features of the exterior that should be documented.
  - If property has well and/or septic system, then we will need proper testing reports before finalizing the loan.

## 6 INTERIOR

Write a summary of the interior in paragraph(s) form. Going into detail on the following topics making sure to **outline the condition of each, any repairs or suggested updates needed, and scope of the project (if applicable)**:

- Overall Condition of the Interior
- Overall Condition of Paint/Flooring
- Kitchen
  - General Size/Condition*
  - Cabinetry*
  - Appliances*
  - Flooring*
- Bathrooms
  - General Size/Condition*
  - Bath Tub*
  - Vanity*
  - Flooring*
  - Toilet*
- Foundation/Mechanicals
  - Overall Condition of Foundation*
  - Overall Condition of Mechanicals*
  - Water Damage (if applicable)*
  - Basement Drainage*
  - HVAC (Furnace, AC, Dates of Each)*
  - Electrical (Service Mast, Meter, Breaker Panel - Will the electrical panel/wiring need to be updated?)*
  - Water Heater (Date, Condition)*
  - Plumbing (Condition, Check Water Pressure - Will any piping need to be updated?)*

## COMPS

### 7 DETAILED PROPERTY COMPARISONS

Provide comparisons of properties that are similar size, same geographic proximity, and varying levels of rehab to help us accurately assess the market value of the property and its potential after repairs and upgrades. Please include a comps analysis similar to our **Sample Comps Analysis**, along with your ARV estimates based on the three rehab/sales pathways noted below:

#### **As-is Comparison**

Same finish level, similar size, similar property type and size

#### **Light Rehab Comparison**

Similar property type and size but has undergone a light rehab

#### **ARV/Full Rehab Comparison**

Similar property type and size but has undergone a full rehab

**Note: Please attach your responses to this document into your Loan Application Submission.**