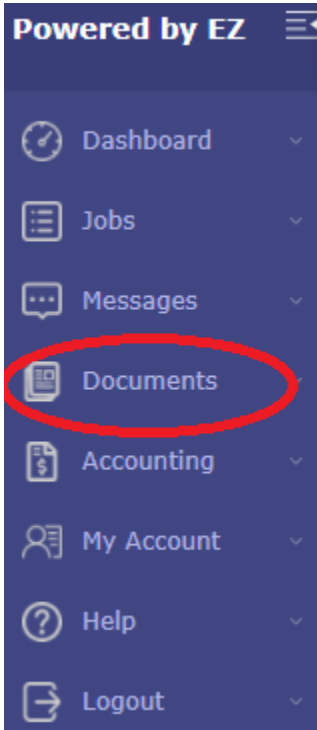


EZinspections Door Card Guide

When completing inspections in the EZ software orders may be received from multiple clients. These clients may request in your work order instructions that a door card or posting be left at a property. In cases where you are instructed to leave any documents at a property these can be found in the documents section on the EZ website to be printed.



The documents section can be found along the left-hand menu on the EZ website.

Each client may provide instructions or door cards in slightly different ways, however the general process for locating the correct door card will be to locate the folder for the client, and the documents will be labeled the same as they are in your job instructions.

The client name will be listed in the order information as part of the form name or job name.

The client information and order instructions can be found by opening the job in the website and going to the order tab, as shown in the following examples.

Example 1:

Save Complete Note More Help Order Result

M - Contact - Exterior 3 of 273

Work Order #	[REDACTED]	Job Name	M - Contact - Exterior
Form	Mortgage Inspection - MCS	Status	Pending
Dispatched Date	01/08/2022	Due Date	01/11/2022
Address	[REDACTED]		
Zip	51550	City	MAGNOLIA
State	IA	County	Harrison
Service Type	Contact - Exterior	Recurring Job	None
Instructions	If occupied, post door hanger I-116 w/ 800-771-0299 & place in envelope w/confidential on front. If hanger is given to occupant, state in comments: if contact isn't made, leave on front door. SUPPORT OCC STATUS WITH MIN 2 INDICATORS. IF VACANT & NOT SECURED, LEAVE I-102 ON FRONT DOOR (NO ENVELOPE). PHOTOS: 2 OCC INDICATORS, FRONT OF PROPERTY, ADDRESS, STREET SIGN, NEIGHBORHOOD, 3 OF EACH DAMAGE, ALL EXTERIOR SIDES, VACANCY POSTING I-102, & VACANT CERT I-113 (IF VACANT), LOCKBOX (IF PRESENT), 2 WIDE-ANGLE PHOTOS OF ALL INTERIOR ROOMS & SIGN-IN SHEET (IF VACANT/SECURED) Contact Email Address: 581ClientServices@mos360.com / Contact Phone Number: 7888710849 		

****This order is issued by MCS and the instructions request that door card "I-116" be left if the property is occupied**

Documents

Name	Description
<input type="checkbox"/> All Clients - Tutorials, Expectations and General	Pay Schedule and General Guidelines
<input type="checkbox"/> All Safe Home	Altisource resources used for this client
<input type="checkbox"/> BRP	BRP Orders Additional Information and Postings
<input type="checkbox"/> Cyprex	Cyprex Doorcards and Info
<input type="checkbox"/> Field Connections	Postings and Door Cards
<input type="checkbox"/> Five Brothers	Five Brothers Postings and Guidelines
<input type="checkbox"/> Inspections Unlimited	Inspections Unlimited Resources
<input type="checkbox"/> MCS ←	MCS Required Notices and Postings
<input type="checkbox"/> MSI	MSI Postings and Notices

Locate the MCS folder in the documents section

In that folder is a document labeled "All Door Cards and Postings"

Name	Description
<input type="checkbox"/> MCS All Door Cards and Postings (10-02-19).pdf	#1 - All Door Cards and Postings for MCS

Within that PDF Document is the I-116 posting
 These print 2 per page and you will fill in the phone number given in the instructions

IN _____ Date: _____ Dear Borrower: URGENT NOTICE: Please contact your mortgage servicer immediately at: () - _____ Thank You <div style="text-align: right;">Form I-116 </div>	Fecha: _____ Estimado Prestatario: COMUNICADO URGENTE: Por favor, pongase en contacto con su administrador hipotecario inmediatamente en: () - _____ Gracias <div style="text-align: right;">Form I-116 </div>
IN _____ Date: _____ Dear Borrower: URGENT NOTICE: Please contact your mortgage servicer immediately at: () - _____ Thank You <div style="text-align: right;">Form I-116 </div>	Fecha: _____ Estimado Prestatario: COMUNICADO URGENTE: Por favor, pongase en contacto con su administrador hipotecario inmediatamente en: () - _____ Gracias <div style="text-align: right;">Form I-116 </div>

Example 2:

Complete Note More Help **Order** Result

A - CONTACT WITH DOORCARD INSPECTION ◀ 105 of 287 ▶

Work Order #	[REDACTED]	Job Name	A - CONTACT WITH DOORCARD INSPECTION
Form	Mortgage Inspection - LPS (ServiceLink)	Status	Incomplete
Dispatched Date	01/12/2022	Due Date	01/19/2022
Address	[REDACTED]	City	Omaha
Zipcode	68137	County	Douglas
State	NE	Recurring Job	None
Service Type	CONTACT WITH DOORCARD INSPECTION		

Determine if the property is occupied. If yes, determine who occupies the property. Determine if occupancy has changed from the last inspection. The inspector is required to knock on the door in an attempt to make contact. If the occupant is not present, contact with a neighbor should be attempted. If contact is made, the door card is to be delivered to the occupant. If contact with an occupant is not made, the door card must be hung on the front doorknob in a sealed doorcard envelope and a photograph provided of the posted doorcard.
Door Card Message

Instructions Please use Doorcard message SL-15
CONTACT WITH DOORCARD INSPECTION:

**This order was issued by Servicelink and requests doorcard SL-15

Locate the Servicelink folder in the documents section

Name ▲	Description
<input type="checkbox"/> All Clients - Tutorials, Expectations and General	Pay Schedule and General Guidelines
<input type="checkbox"/> All Safe Home	Altisource resources used for this client
<input type="checkbox"/> BRP	BRP Orders Additional Information and Postings
<input type="checkbox"/> Cyprex	Cyprex Doorcards and Info
<input type="checkbox"/> Servicelink (AKA LPS or BKFS) ←	Servicelink Required Notices and Postings
<input type="checkbox"/> Single Source	Single Source Notices and Postings ...

Name ▲	Description
<input type="checkbox"/> Client Number Key.pdf	#2 - Client Number Key
<input type="checkbox"/> FTV and Vacancy Guidelines.pdf	READ - FTV Guidelines Servicelink
<input type="checkbox"/> No Access Letters	#3 - Gain access letters for guards/etc.
<input type="checkbox"/> SL_FS08 Insurance Loss Inspection Form_052318.pdf	#4 - Insurance Loss Blank Form
<input type="checkbox"/> SLFS CALL BACK CARDS - TO PRINT ←	#1 - CALL BACK CARDS - TO PRINT
<input type="checkbox"/> Temporary Generic FTV Notice - SLFS.pdf	#5 - Temporary Generic FTV Notice

Locate the folder which contains call back cards

SL-15 is provided in the list of available door cards to download

Documents

Name ▲	Description
<input type="checkbox"/> Client 511 door card Ditech 8 Per Page.pdf	printable 8 per page Ditech (511) doorcard
<input type="checkbox"/> SL-39 Client 357.pdf	SL-39 Client 357
<input type="checkbox"/> SL-15 Specialized Loan Servicing.pdf ←	SL-15
<input type="checkbox"/> SI-2 Client 140 Door Card Undated 12102019.pdf	SI-2