



1.0 Introduction

Summit Realty Group, Inc. is a full-service Real Estate Management Company and Brokerage. As experienced asset managers, Summit is well-trained and proficient in property valuation, management, and disposition. We have developed a vast network of appraisers, inspectors, contractors, lawyers, and title/escrow services allowing cost effective out-sourcing for today's overworked loss mitigation department.

Our partners have been screened for the following criteria: accuracy, integrity, fees, quality of work, responsiveness, and accountability. Our case managers and agents have been extensively trained in foreclosure and REO asset assignment procedures. Summit has developed a turn-key asset disposition system to remove those non-performing assets off the books.

The Disposition Process

Step 1: Property Evaluation and Setup

- Secure, inspect and prepare property
- Evaluate property condition
- Provide detailed market analysis with photos
- Obtain bids for property clean-out, repair and maintenance
- Evaluate environmental and compliance issues

Step 2: Marketing

- Establish marketing strategy with financial projections
- Provide qualified, experienced REO broker
- Establish tracking/monitoring system
- Review strategy and pricing every 30 days

Step 3: Reporting

- Provide monthly status reports on all properties
- Provide monthly and year-end summary reports on sold properties
- Monthly expenditure reporting

Retain records for five years **Step 4:**

Property Management Supervise

- repairs and maintenance Monthly
- inspection reports
- Select on-site property manager when applicable
- Timely Payment of property expenses (optional)

Step 5: Negotiation and Closing

- Counter, reject or accept offers within approved limits
- Provide detailed net sheet with all offers
- Coordinate closing process
- Ensure timely receipt of sale proceeds
- Ensure finalization of all services
- Submit detailed closed file

2.0 Why Choose Summit?

Summit Realty Group (SRG) is focused on helping our clients secure, prepare, and sell properties in the quickest, most cost-effective manner in order to maximize lender and investor returns.

An REO is a non-producing asset that needs to be converted to cash as efficiently as possible. Our focus is to reduce hold time and minimize expenses while obtaining the highest price the market allows. Our services enable lenders to:

Reduce turn time and carrying costs

Our results-driven service teams proactively monitor and drive the disposition process from end to end. Our reporting mechanisms ensure that you are kept up to date with important information and property status.

Maximize your return on the asset

Our team members understand their local markets and work to prepare the property for market as well as aggressively sell the property for the highest marketable price.

Improve productivity in your office

By employing the vendor management and settlement services developed by Summit, we allow resources spent on loss prevention to be transferred to more productive areas.

Satisfy Investor Concerns

You can be rest assured you will have fulfilled your fiduciary responsibilities to your investors and shareholders. Summit documents all facets of the disposition process in the attempt to obtain the highest selling price.

3.0 Comprehensive Services

Summit can handle all aspects of the foreclosure process, from the initial legal action through redemption and sale of the property. A quick overview of our services includes:

- Comprehensive BPO and Valuations
- Complete Market Analysis
- Comprehensive Documentation Services
- Cash-For-Keys and Eviction Assistance
- Verify Occupancy Status
- Secure Vacant Properties (re-keying, sign posting, title work, contact utilities, clean up bids)
- Property Clean-up and Maintenance (interior, exterior, ongoing)
- Regular Weekly/Monthly Reports (you dictate the frequency of reporting)
- Marketing the Property (signage, MLS, various foreclosure online databases, and various other internet sites, fliers, etc.)
- Presentations of all offers to purchase the property and counter-offers
- Follow-up with all parties to ensure a smooth, timely transaction
- Coordination of Settlement

Property Management and REO Maintenance Services

Locksmith

Complete re-key services on any property within a time of less than 3 days. Access services typically consist of re-keying existing locks on front and rear access doors, one lock per door.

Repair and Remodeling

Rehab and repair coordination is performed under permit and in accordance with local building code by licensed and insured contractors.

Lawn Service

Lawn care services are provided in conjunction with or after debris removal services are completed. Lawn care services include removal of clippings from the lawn, walkways, and driveways, edging of walkways, and trimming of shrubbery and bushes.

Lockout/Evictions

Eviction crew handles and stores personal property in accordance with local laws and statutes, and the client's attorney is notified and informed when personal property is stored. Full photo documentation is provided to the client.

Board/Securing

Summit boards up and secures property only when requested by client, unless potential health or safety hazards exist, or if vandalism to the property is of concern. Unless required otherwise

by local code, only first floor openings of a property are boarded. Properties are boarded in accordance with local HUD specifications.

Trash Out/Debris Removal

Complete trash out and debris removals as directed by our clients' pre-established limitations. Our typical turnaround time for debris removal is 3 days, although additional time may be required if the amount of debris is excessive.

Winterization/Plumbing

Summit has created long-term, strategic alliances with our subcontractors who perform both wet and dry winterizations and plumbing system preservation. Winterization warning labels are applied to sinks, toilets, hot water heaters, and other plumbing mechanisms. We provide full photo documentation, before and after services, to our clients.

Swimming Pool Maintenance

Provide full swimming pool maintenance services, including opening the pool and engaging the water filtration system(s), draining, cleaning, and refilling the pool (if necessary), and the addition of chemicals (acids, bases, chlorine, etc.) to achieve a properly balanced pH level. We also recommend repairs or replacement of the pool pump and filtration system, as necessary.

Janitorial Services

Complete janitorial and cleaning services once the trash out of the property is finished. Cleaning services include sweeping carpets, mopping floors, and cleaning sinks, bathtubs, and toilets.

Toxic Mold Treatment

Summit provides full-service toxic mold investigation, testing, written protocol, and remediation services. All mold inspection and testing services are completed by a certified Industrial Hygienist. Once lab results are returned, the Industrial Hygienist provides a detailed, written analysis of the best method for curing the mold/moisture problem.

Valuations

Summit offers a full range of services, including all appraisal products for foreclosed properties at varying stages. We worked seasoned, licensed appraisers and can provide local opinions on the value of any property.

A licensed appraiser performs all of the real estate appraisals and is subject to staff analysis to ensure quality and compliance. Additionally, we warranty any valuation service provided.

BPO

- Pre-Foreclosure Evaluation
- Property Inspections
- Drive-by or Full BPO (w/pictures)
- Customized BPO Forms
- Client BPO Tracking Reports

Appraisal

- Drive-by or Full Appraisal
- Commercial/Residential
- Business Evaluation
- Field Reviews
- Historical Appraisals

Settlement

Summit handles residential title and settlement needs including:

- Contract Review
- Coordinate Settlement Deadlines
- Reporting of Loan Commitment Verification
- Closing Date Verification.
- Full Title Service (including Remediation)
- Act as Power of Attorney
- Settlement Document Review
- Track Monetary Disbursements
- Ongoing Contact Coordination

4.0 Our 30 Day Marketing Plan

After all pre-listing work is completed; properties entrusted with Summit will be put through the following marketing procedures in the attempt to obtain a solid offer within 30 days of initial listing.

Week 1:

- MLS Listing: Full listing detail and maximum photos allowed in MLS
- Enhanced Listings on Realtor.com with Virtual Tours showcasing the home, neighborhood highlights and schools.
- Hold Broker's Open House to expose property to other real estate companies
- Yard Signs with Info box flyers full of color flyers. We cross referenced other listings on the backside in black & white.
- Print ads in local Real Estate Publications and Newspapers
- Toll Free Number for buyers to listen to pre-recorded message
- List property on Zillow.com

Week 2

Hold 1st Open House (Weekend)
Review and Contact open house register

Week 3

Hold 2nd Open House (Evening)
Review and Contact open house register

Week 4

Hold 3rd Open House (if needed)
Review and Contact open house register

Our Regular Marketing Services include:

1. Monthly Newsletter to all current and former Summit clients, professional relationships (Lawyers, CPA, contractors, realtors, loan officers, Financial Advisors, Insurance Brokers, etc.)
2. Weekly E-mail Newsletter
3. Monday morning sales tours
4. Weekly advertisement on Craigslist.org, and other internet websites

5.0 Conclusion

Summit is on the cutting edge of technology and vision on how the real estate market will interact with clients in the future. We are taking our vision to the next level with service and performance, and we have every expectation that our business to business platform will work as well for your firm.

We view our virtual office as the future of real estate, and with the cooperation of the following affiliated organizations we will revolutionize the real estate industry.

We are interested in creating a long lasting relationship, and we look forward to the opportunity to speak to you soon.