

1111 XYZ Avenue, Suite 0 Mesa, CA 92626

Office: (555) 555-1663 Cell: (555) 555-1834

California Broker License #0000000  
Website: <http://www.555555.com>

Full time REO Specialist. Service oriented Real Estate Broker with extensive experience in move-out negotiation, eviction, clean-up, management, sales, and accounting of REO properties.

**POSITION** Broker Owner of CA Realty, Central County, California

**EXPERIENCE**

- o Licensed Broker for 6 years, with 10 years of REO experience and 20 years of total experience in all facets of residential real estate – hundreds of transactions completed.
- o Successfully managed and sold dozens of REO properties.
- o 18 years of residential property management experience, managing properties for both myself and very satisfied clients.
- o Foreclosure experience - have foreclosed on several defaulted notes, working directly with the Trustee from NOD filing to the Trustee's Deed Upon Sale.
- o Experienced in dealing with former owners of properties, successfully negotiating numerous Cash for Keys agreements.
- o Significant experience managing property clean-up and renovation projects – have completed hundreds of projects utilizing established network of licensed and bonded contractors, offering full asset preservation services.

**SERVICES**

- |                                |   |
|--------------------------------|---|
| o BPOs – 72 hours or less      | o Occupancy Inspections – 24 hour reporting |
| o Property Inspections         | o Cash for Keys                             |
| o Evictions                    | o Secure Property                           |
| o Board Ups                    | o Clean Outs                                |
| o Contractor Negotiation       | o Project Management                        |
| o Ongoing Property Maintenance | o Budget and Expense Reporting              |
| o Monthly Status Reporting     | o Frequent Asset Manager Updates            |
| o MLS Listing Services         | o Internet Listing Services                 |

**SERVICE AREA** Serving Central Orange County, California. See below for cities and 50+ zip codes served.

**REO MARKETING** All REO listings are immediately marketed to internal client and investor database, listed in the MLS, and uploaded to the top 15 internet showcase sites. Listings include expanded descriptions and photo presentations.

**FINANCING** FHA 203K Rehab financing, first time buyer programs, and a wide range of additional buyer financing options.

**BANK REFERENCE** John Doe, Branch Manager, Well Bank, 555 555-5543

**EDUCATION / AFFILIATIONS**

- |                                     |   |
|-------------------------------------|---|
| o RDCPro Certification              | o Member, American Society of REO Specialists |
| o MBA and BA in Business Management | o Member, NAR, CAR, SoCal MLS                 |
| o Fluent in Spanish                 |   |

CITY	ZIP CODE	MASTER LIST
Costa Mesa	92626, 92627, 92628	9260292659 9260392660 9260492661
Fountain Valley	92708, 92728	9260592662 9260692663 9261292683
Garden Grove	92840, 92841, 92842, 92843, 92844, 92845, 92846	9261492701 9261592703 9261692704
Huntington Beach	92605, 92615, 92646, 92647 92648, 92649	9261792705 9261892706 9261992707
Irvine	92602, 92603, 92604, 92606, 92612, 92614, 92616, 92617, 92618, 92619, 92620, 92623, 92650, 92697, 92709, 92710	9262392708 9262592711 9262692712 9262792725 9262892735 9264692780
Laguna Beach	92651, 92652	9264792781 9264892782 9264992799
Newport Beach	92658, 92659, 92660, 92661, 92662, 92663	9265092840 9265192841 9265292843
Newport Coast	92657	9265592844 9265792845 92658
Santa Ana	92701, 92702, 92703, 92704, 92705, 92706, 92707, 92712, 92725, 92735, 92799	
Tustin	92780, 92781, 92782	
Westminster	92655, 92683	