

John Doe  
XYZ Realty  
Website:wwwXYZ.com  
Phone: (555) 555-5555

## SUMMARY OF QUALIFICATIONS

Full service REO and short sale disposition provider structured to satisfy each client in their own unique program objectives and preferred method of operations.

We understand the pre-foreclosure/foreclosure process.

Female-run, minority-lead team.

2 full-time listing agents, 1 full-time buyer's agent, office manager, BPO manager, and transaction coordinator.

Serving outlying southern Nevada in Clark County beyond Las Vegas, North Las Vegas, and Henderson including Blue Diamond, Overton, Logandale, Moapa, Bunkerville, and Mesquite.

3+ years handling BPOs, 2+ years managing both REOs and short sales.

In-house legal counsel.

In-house full-time, onsite technology manager.

Kathryn is nationally recognized as being the Broker Manager for the top producing Prudential office in America and is a Certified Mediator.

Stephanie teaches the 2-day foreclosure class for the REOS certification (Real Estate Owned Specialist).

## SERVICES PROVIDED

Broker price opinions – interior and exterior

Cash for keys

List, market and sell REO and short sale properties

Administer utilities, including electric, gas, water, sewer and trash

Homeowner association research and contact

Obtain quotes for repairs to get property in marketable condition

Property maintenance, including:

- o Trash outs
- o Lawn care
- o General repairs
- o Pest control
- o Mold remediation
- o Teardowns
- o Winterize and de-winterize

We have a comprehensive vendor network for our entire service area.

## CLIENTS SERVICED/RELATIONSHIPS

Asset Management Services, California REO Management, Clear Capital, Deutsche Bank, E-Mortgage Logic, Evaluation Services, JPM Chase Home Finance, Land America Default Services, Litton Loan Servicing, Mark to Market, Old Republic Default Mortgage Services, Premiere Asset Services, RealServ, Res.Net, Select Portfolio Servicing.

## MARKETING

### Online Listing/Marketing Services

- o REOTrans, Res.net, REO BOSS, Realtor.com, LasVegasRealtor.com, Yahoo! Real Estate, Zillow, Trulia, Google Base, Vast, Geebo, OLX, HotPads, DotHomes, Cyberhomes/AOL, FrontDoor, PropSmart, Oodle, and via Oodle - Lycos, MySpace Classifieds, WalMart.com Classifieds, Local.com
- Buyer Acquire/Instant Info System – Sign Rider to capture prospective buyers  
Prudential's Exclusive Online Seller Advantage – weekly market activity reports  
Investor Pool – weekly communication to local and national database

## ORGANIZATIONS

Greater Las Vegas Association of Realtors® (GLVAR), Nevada Association of Realtors® (NVAR), National Association of Realtors® (NAR), National Association of Hispanic Real Estate Professionals (NAHREP)

## REALTOR DESIGNATIONS AND CONFERENCES

Our team collectively holds RDCPro , REOS, CSP, RRG, GRI, CRS, ABR and SRES designations.

## ERRORS & OMISSIONS INSURANCE

Underwritten by Greenwich Insurance Company effective 7/26/2009 – 7/26/2010, \$2,000,000 each claim and \$2,000,000 aggregate.

## AREAS OF SERVICE COVERAGE

Las Vegas - 89101, 89102, 89103, 89104, 89106, 89107, 89108, 89109, 89110, 89111, 89112, 89113, 89114, 89115, 89116, 89117, 89118, 89119, 89120, 89121, 89122, 89123, 89124, 89125, 89126, 89127, 89128, 89129, 89130, 89131, 89132, 89133, 89134, 89135, 89137, 89138, 89139, 89141, 89142, 89143, 89144, 89145, 89146, 89147, 89148, 89149, 89150, 89151, 89152, 89153, 89154, 89155, 89156, 89159, 89160, 89162, 89163, 89164, 89170, 89173, 89177, 89180, 89185, 89191, 89193, 89195, 89199  
North Las Vegas - 89030, 89031, 89032, 89033, 89036, 89084, 89086  
Henderson - 89009, 89011, 89012, 89014, 89015, 89016, 89052, 89053, 89074, 89077  
Overton - 89040  
Logandale - 89021  
Moapa - 89025  
Bunkerville - 89007  
Mesquite - 89024, 89027  
The Lakes - 88901, 88905, 89163  
Blue Diamond - 89004