
Position Description

<u>Title:</u>	Property & Preservation Assistant
<u>Department:</u>	Lending
<u>Reports to:</u>	Foreclosure, Preservation and Recovery Supervisor
<u>Education/Experience:</u>	High school diploma required. Strong communication and organization skills. Two or more years' experience in handling real estate acquired through the foreclosure or deed in lieu process,
<u>Purpose of Position:</u>	Perform property protection and preservation functions in compliance with investor and insurer guidelines.

Duties & Responsibilities:

- Order occupancy inspections as requested by Collections staff and reports results to the requesting collector and supervisor.
- Order and monitor results of routine inspections on delinquent loans, accounts in bankruptcy and in foreclosure.
- Address property condition issues on properties deemed to be abandoned and/or where title has transferred in accordance with investor/insurer guidelines and state law.
- Order all required initial and final restorative work from property and preservation service providers.
- Obtain investor and insurer approval for all work which exceeds applicable time or cost limitations.
- Serve as the liaison between McCue Mortgage and our Property & Preservation service provider.
- Serve as liaison between McCue Mortgage and utility companies.
- Daily, perform data entry work on core system and vendor tracking systems related to inspections and other property and preservation activities.
- Coordinate forced-place insurance with the Servicing Department Supervisor where necessary on accounts being monitored for P & P purposes.
- Reconcile and prepare invoices for payment and submit to Finance for payment.

- Run review and share periodic P & P system reports with management and P & P service provider, ensuring that company and service provider records are consistent for each tracked property.
- Acquire and maintain high level of property and preservation requirements for HUD, VA, USDA, FNMA & other investors/insurers.
- Other duties as assigned by Foreclosure, Preservation and Recovery Supervisor.

Office Conditions:

Normal Office Environment. Ability to access all areas of the office to get supplies, perform filing, use files and work with customers. Work hours are Monday through Friday 7.5 hours per day, 5 days per week. Current office hours are 8:30 am – 4:30 pm or 8:00am -4:00 pm. On occasion, night or weekend hours maybe required. Working from home is not available with this position.

Direction of Others:

None

Knowledge and Skills

Positive, organized professional with excellent communication skills sought to administer our property & preservation activities. Candidates must be well versed in the use of a personal computer, have thorough knowledge of Microsoft Office applications (Word, Excel and Outlook) and Adobe Acrobat. Experienced with a PC based Collections Tracking software tool, investor/ insurer specific servicing requirements and reporting applications such as FHA Connection, HUD's P260 CMAX, VALERI, etc, is preferred.

Physical Exertion:

Some bending and stretching for loan related filing.