

What to do when the phone rings or most likely, when you get the email from the loan officer requesting for a 203k consultation? This is a checklist based on the CD recorded by Catherine Hall entitled Scheduling a 203k Consultation. (If you do not have this recording, visit the 203k PowerTeams site for a downloadable .mp3 file.

Call client to set up the 203k consultation schedule and make sure to ask the following questions:

1. Is this a refinance or a new purchase?
2. Request the consultant request form to be provided to you from the lender (if not already in your possession)
3. Property information and details –
 - Check the utilities – are utilities turned on or not? If not, chances are there will be an increase in the contingency reserve. Explain why it is in the client’s advantage to get the utilities on. What type of utilities are in the home with regards to water and sewage? If it is private well and private sewage, ask if a septic and well water test have or are going to be scheduled. If report is already completed, it should not be older than 90 days so that it can still be used at the time of settlement.
4. Plan the date of inspection and access information – just like the regular home inspection
5. Scope of work
 - a. If it is a refinance and the dollar amount is more than \$100,000 ask the client what type of work is being proposed- has the scope of work been created/reviewed by a contractor. Based on the scope of work, ask for the architectural drawings.
 - b. If it is a new purchase and the dollar amount is large and the rehab amount is from \$80,000-\$100,000, ask if they have architectural plans of the proposed scope of work
 - c. Do they have contractor/s involved?
 - If yes, invite them to attend the preliminary inspection and to send you over any copies of work or paperwork documenting any kind of communication that the contractor and the client have had regarding the scope of work proposed. Make sure to discuss the terms of the 203k with the contractor/s.
 - If No, mention that contractor introduction services you can provide.
7. What is their availability for the inspection of the property? - If pre-purchase, reach out to the buyer's agent which can turn out to be a very good marketing move. If they want to participate in the feasibility inspection, welcome them and educate them about the 203k process.
8. Consulting fees – make sure to discuss this with the client prior to the feasibility inspection.
9. Proposed closing date - If a short-sale/foreclosure, also ask if there is flexibility from the short sale lien holder in the event the settlement date is too soon. (Remember, you need at least 5-6 weeks from date of the feasibility inspection for settlement.)
10. Additional services: Remember you can provide any and all additional services that would benefit your client/transaction.

If you have received the request from a loan officer, call them before or after you complete your call with the client to thank them and let them know you are working on the project.

203k Consultation Checklist

Property Address			
Client Name			
Email Address		Phone Number	
Lending Company		Date Received	
New purchase or re-finance?			
Preferred date of Inspection?			
Are all utilities on? (Make sure to inform client of the potential increase in the contingency money should the utilities not be all on.)			
Public or private water and sewage? (If private, ask if a septic and well water test have or are going to be scheduled. If report is already completed, it should not be older than 90 days so that it can still be used at the time of settlement.)			
Home Inspection done? (If yet to be done, advised that while the 203k consultation report is not a full home inspection, in most cases it can still be used in lieu of a home inspection. Client won't need the home inspection report because the feasibility report can still be used to negotiate with the seller. If still needed, suggest that the 203k inspection be done first. If after that, client would still need the home inspection report, suggest that it can be performed by VHI if it is within Philadelphia.)			
Scope of Work			
<ul style="list-style-type: none"> • If it is a refinance and the dollar amount is more than \$100,000 ask the client what type of work is being proposed and have they had the scope of work evaluated by a contractor. • Based on the scope of work that they are going to request, ask for the architectural drawings. • If it is a new purchase and the dollar amount is large and the rehab amount is from \$80,000-\$100,000, ask if they have architectural plans of the proposed scope of work 			
Do you have contractors?			
Can your contractor/s be present at the time of the inspection?			
When is the closing date?			
Scheduling fee discussed?			
Buyer's Agent			
Phone Number		Email Address	
Access Information		Can attend feasibility inspection?	