



## Default Services Application FAQ

PEMCO Limited is pleased to announce that we are growing our existing Agent Network. We are currently soliciting new Real Estate Agents that wish to provide a variety of Default Services on PEMCO Limited managed properties.

We are looking for experienced agents across the country and have an immediate need for agents in the North Eastern United States performing the following services:

- Broker Price Opinions
- Property Preservation
- Occupancy Inspections
- Property Inspections
- Relocation Assistance
- Residential Listing Services

In order to be considered, you must register on [www.PEMCO-Limited.com](http://www.PEMCO-Limited.com) and submit an application. You will find our new application form under the “Opportunities” tab. If you submitted an application before in our old system, please resubmit via our new platform.

### **A few preliminary tips for submitting your information:**

- **Be prepared.** You will not be able to amend your application after submission so please be thorough and accurate during your registration.
- **One application per Real Estate Firm.** Please work with your broker to submit an application for this opportunity.
- **Have your Firm’s Tax ID ready** before starting the application process.
- **Know your coverage zip codes and services you provide** before starting the application. Our system cross references your office address to your coverage zip codes, so it is very important that this information is accurate at time of submission. This will ensure you are identified when an opportunity pops up in your back yard.
- **Have a copy of your Broker’s License, General Liability Insurance, W-9, and references readily available.** These are required to be uploaded at time of submission.



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### **Post Application Submission:**

After you successfully submit an application, your information will be transferred into our vendor management system. We will not contact every applicant and we cannot provide a status of your application. We can assure you that once your information is in our system, you will be considered and potentially contacted when an opportunity arises in your area.

If you have trouble submitting your application or have questions, please contact our Customer Service Department at 1.800.881.9260 and they will be happy to walk you through the process.

### **FAQs**

#### ***Do you know when I will be contacted?***

No. There is no definite time frame, nor is there any guarantee you will be contacted. PEMCO Limited's client base is growing and broker support is needed, but we cannot guarantee what services are needed and when they will be needed.

#### ***How do I know that my information was submitted correctly?***

After submitting your information online you will receive a confirmation message and email. If you attempt a second submission and are denied, this means your tax ID is already on file and will serve as further confirmation that you are in our system.

#### ***Do I need my broker's permission to apply?***

Yes. You should submit this application only with the expressed consent of your broker. The application will require the broker's tax ID and they must elect you as the POC. In the event your brokerage is chosen to work with PEMCO Limited, your broker will have to execute PEMCO Limited's Service Agreement.



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### **Can multiple people within my office apply?**

No. The system will prevent submission of multiple applications through the restriction of one application per tax ID. In addition, PEMCO Limited establishes a relationship with the broker and their brokerage. It is up to the broker to identify a POC and delegate work for PEMCO Limited assignments.

### **Can I update my zip codes at a later date after I apply?**

No. Your application is finalized once it is submitted. Please be prepared to submit a complete application that includes all coverage areas and services offered.

### ***What is business designation? How do I know if I qualify?***

PEMCO Limited believes in supporting supplier diversity. There are different rules and regulations for certifying the various designations listed on our page. Please be prepared to properly certify your designation in the event it is necessary in the future.

### ***Can I start the application and come back later?***

No. It is necessary to complete your submission fully and accurately in one session. Please have all your profile information prepared along with IRS W-9, Valid Broker's license, proof of current general liability insurance, and references before you start the application.

### ***I am having problems loading the application, is it a browser issue?***

It is possible your computer is running an outdated version of Internet Explorer, Chrome, Firefox or Safari. The application is designed to work with all versions of the browsers, however some may be too outdated. The application is not designed for mobile, so please complete on your computer if you have issues with your mobile device.

### ***When entering my tax ID should I include the dash?***

No, do not include the dash when entering your nine-digit tax ID. Including dashes will result in an incomplete tax ID submission due to character restrictions.



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***I was entering my zip codes and one of my zip codes was not available for selection. Can this be corrected?***

The zip codes pull directly from the management system used for assignments. All zip codes should be available for selection. In the event you are experiencing a zip code not showing up, please allow the system time to pull over the data to the application site. The site might be moving slower when pulling the data over for your zip code selection due to high demand, but it will be successful. If you continue to have issues with the zip code selection please refer to the question regarding browser issues as you may be in need of an update.

***Is this an application to become a HUD Listing Broker?***

No, this application is to provide default services on assets outside of PEMCO Limited's HUD portfolio. Agents interested in applying for opportunities to list HUD properties should visit [www.SageAcq.com](http://www.SageAcq.com).

Please note there are additional requirements for the Sage Acquisitions HUD Listing Broker Application and the Sage Acquisitions FAQs should be reviewed prior to beginning an application.

***I already applied for an opportunity to list HUD properties on [www.SageAcq.com](http://www.SageAcq.com). Do I need to apply again at [www.PEMCO-Limited.com](http://www.PEMCO-Limited.com) to be considered for additional Default Services work outside of HUD?***

No. As a partner in Sage Acquisitions, PEMCO Limited has your HUD Listing Broker application on file and will consider that information in the event a default services opportunity becomes available in your designated area.