

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

Schedule Title: Financial and Business Solutions (FABS)

FSC Group 520

Special Item Numbers

520-2 Transaction Specialist
520-3 Due Diligence and Support Services

Contract No. GS-23F-0025V

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov.

**Contract Period: February 19, 2009 through February 18, 2014 with
three five-year option periods (02/19/2014 – 02/18/2029)**

BestAssets, Inc.
12808 West Airport Blvd.
Suite 260
Sugar Land, Texas 77478
(281) 491-8233
www.best-assets.com

Contract Administration: Denise Johnson
djohnson@best-assets.com
Fax: (612) 253-2993

Business Size: Large

Prices Shown Herein are Net (discount deducted)

Date: February 19, 2009

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Customer Information

1. Special Item Numbers Awarded:

BestAssets provides asset marketing and disposition services which include but may not be limited to:

520-2 TRANSACTION SPECIALIST

Pricing/Valuation of Assets

- Perform property inspections to assess the interior and exterior condition of each asset.
- Create an electronic and paper record of the asset for audit purposes as we move the asset from acquisition to disposal.
- Request a valuation of each asset to determine the current “as is” market value.
- Order update valuations, and in some instances, a broker price opinion (BPO), for assets in inventory more than 6 months.
- Ensure that appraisal has been properly performed and fairly represents market value.
- Upon request, provide copy of appraisal report to winning bidder.
- Obtain updated appraisal reports every six months until the property is sold, unless property is under contract at the time of expiration of the appraisal.
Review the appraisal and other relevant documents and data to establish the listing price and terms of sale for each property.

Marketing and Pre/Post Asset Resolution Support

- Upon receipt of the appraisal report, determine the disposition strategy and price of each asset, using historical bid information, a property condition report, and the valuation.
- List the property on our website and provide details and conditions about the property for review by brokers and potential purchasers.
- Participate in and promote discounted sales programs and approved sales incentives for brokers and purchasers.
- After 20 to 30 days, re-analyze the asset and establish a new marketing plan using the bid statistics, inspection reports, and/or broker price opinion with a market analysis.
- Process broker applications for certification and train brokers on client’s property disposition policies and procedures.
- Conduct quarterly industry meeting with brokers, agent, buyers, investors, and banking institution to promote the sale of the assets.
- Distribute client approved marketing materials in each event.
- Conduct open house sessions and training with brokers to improve the opportunities for exposure on all assets.
- Perform community outreach services to include local/state government entities and non-profits relative to promote sales of assets in inventory.
- Ensure that each asset is registered and listed in the MLS of a local listing service through our network of listing brokers.
- Require and accept the sales contract within 48 hours of bid acceptance.
- Review the entire closing package and record contract terms and documentation in electronic monitoring system.
- Arrange closing date with an approved closing agent to complete the sale of the asset.

- Reconcile and account for closing proceeds.

Conducting Transactions – Bid Administration

- Administer electronic bidding process.
- Evaluate each bid against established criteria and acceptable threshold guidelines that have been approved.
- Accept, reject or counteroffer bids based on established policy and guidelines.
- Track the number of bids received from owner occupants, investors, non-profits, officers, teachers, fireman, and emergency medical personnel.
- Provide statistical bid feedback to brokers, agents, and buyers on the status of their bids.
- Notify the broker of the winning bid.

520-3 DUE DILIGENCE AND SUPPORT SERVICES

Data Collection and Organization

- Prior to acquisition of properties, receive, review, and request data from the mortgagees/lenders to ensure that mortgagees have been diligent in performing their required preservation and protection (P&P) services for each property.
- Collect information about the foreclosure process and the occupancy status of the property.
- Collect data on the P&P costs that exceed the maximum allowable limits established by the client for the mortgagees.
- Enter collected data into database for assessment of reasonableness and appropriateness of actions taken by the mortgagees.
- Obtain title packages from the mortgagees for review.
- Obtain title searches from the approved Closing Agent to identify outstanding liens, UCC filings, or judgments.
- Create an electronic and paper record of the data received from the various sources to approval or deny requested action as well as for audit purposes as asset is moved from acquisition to disposal.
- Collect information to monitor the performance of the mortgagees and the Closing Agents to report to client on a monthly basis.
Maintain a highly secured physical file room that is staffed with Records and Imaging Specialists to ensure that all files are complete and available for review upon demand.

Due Diligence Support

- Verify that foreclosures are completely timely and that client has clear and marketable title to the property.
- Ensure that mortgagees comply with client's pre-conveyance requirements.
- Within 15 days of acquisition, notify various entities of client's ownership of the properties.
- Pay taxes, Homeowners Association (HOA) dues, liens, and assessments that have accrued on the properties.
- As a part of our due diligence processes, manage the sales closing process, from executing sales contracts to approving the HUD-1 settlement statements.
- Interface with and provide information or documents to brokers, purchasers, lenders, and Closing Agents. Review documents for compliance and provide notification of missing or incomplete sales-related documentation.
- Verify that all costs charged to seller on settlement statements are accurate.
- Ensure that the closing documents are accurate and compliant and that sales closings occur on scheduled.

Quality Control/Information Control

- Implement *and maintain* a system of internal controls relative to the financial status and a history of assets offered for sale.
- Implement and maintain a comprehensive quality control program in which a percentage of all related functions are subject to a monthly QC review, including inspections. Our Quality Control Plan is an 8-step process, as reflected below:
 - (1) Review and evaluate QC findings
 - (2) Analyze and rank risks based on severity and frequency
 - (3) Develop corrective action plan
 - (4) Review and approve corrective plan
 - (5) Communicate corrective action plan to appropriate parties
 - (6) Monitor implementation of corrective action plan
 - (7) Report on effectiveness of corrective action plan
 - (8) Continuously improve

- 1b. See Page 12
2. Maximum order: \$1,000,000.00
3. Minimum order: \$300.00
4. Geographic coverage (delivery area): Domestic delivery only
5. Point(s) of production: BestAssets, Inc.
12808 West Airport Boulevard, Suite 260
Sugar Land (Fort Bend County), TX 77478
6. Discount from list prices or statement of net price: Net Price
7. Quantity discounts: Not Applicable
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: No
10. Foreign items: Not Applicable
- 11a. Time of delivery: To be negotiated at the task order level
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: Not Applicable
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contract administrator to obtain faster delivery.
12. F.O.B. point(s): Destination
- 13a. Ordering address(es):

BestAssets, Inc.
12808 West Airport Boulevard, Suite 260
Sugar Land, TX 77478
281.491.8233 (Office)
281.276-1414 (Fax)
www.best-assets.com

Contract Administrator:

Denise Johnson
Email: djohnson@best-assets.com

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. Payment address:

BestAssets, Inc.
12808 West Airport Boulevard, Suite 260
Sugar Land, TX 77478
15. Warranty provision: Not Applicable
16. Export packing charges: Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not Applicable
18. Terms and conditions of rental maintenance, and repair: Not Applicable
19. Terms and conditions of installation: Not Applicable
20. Terms and conditions of repair parts: Not Applicable
- 20a. Terms and conditions for any other services: Not Applicable
21. List of service and distribution points: Not Applicable
22. List of participating dealers: Not Applicable
23. Preventative maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes: Not Applicable
- 24b. Section 508 applicability: Not Applicable
25. Data Universal Number System (DUNS): 120925214
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered and valid to 10/14/2009.

Labor Categories Description

Contract Manager

Responsible for managing the overall operational activities/functions of the contract office to ensure that contractual compliance and high quality performance are achieved:

- Serves as the primary point of contact with HUD HOC staff.
- Provides overall operational direction and monitors contract and staff performance to ensure contract performance and successful outcomes.
- Develops and implements policies and procedures for efficient and effective performance.
- Analyzes reports, trends and other data to determine or recommend most effective course of action.
- Manages budget and expenses through efficient processes and adequate controls.

Education/Experience Required

- Bachelor's Degree preferred
- Minimum of five (5) years of management experience
- Minimum of two (2) years of real estate and/or property management experience

Alternate Contract Manager

Provides direct assistance and support to the Contract Manager in the direction and coordination of technical and staff issues dealing with the day to day operations of the inventory in compliance of the M&M contract.

- Accurately interprets and effectively communicate contractual obligations, policies and procedures.
- Identifies and resolves issues, improve processes and attain goals.
- Provides the highest quality of service by coordinating with other departments and verifying accurate supporting documentation has been received.
- Serves as secondary point of contact with HUD HOC staff
- Works closely with department managers to provide direction and/or support in the daily execution of contractual responsibilities
- Develops and implements policies and procedures for efficient and effective performance.

Education/Experience Required

- Bachelor's Degree preferred
- Minimum of five (5) years of management experience
- Minimum of two (2) years of real estate and/or property management experience

Human Resources Manager

Functions at a professional level and performs all human resources related duties related to the company's human resources policies, practices and programs:

- Partners with the Contract Manager and Senior Property Manager to develop and maintain a positive employee relations environment and ensure uniform and consistent application of human resources policies, procedures, practices, and programs in the local office.
- Administers, interprets and communicates various human resources policies, procedures, employment law, employee benefits, and initiatives to management and employees.
- Conducts investigation, gathers and analyzes information, prepares reports and makes recommendations relative to specific employee relations matters, such as claims of harassment, unfair treatment, discrimination charges, etc.

- Works with management in recruiting and staffing to fill vacant positions. Assist in writing or revising job descriptions, screening resumes, interviewing candidates, determining compensation levels, and other related activities.

Education/Experience Required

- Bachelor's Degree in human resources management or related field
- PHR or SPHR certification preferred
- Three to five (3-5) years of human resources generalist experience, in a professional capacity

Marketing Manager

The Marketing Manager oversees and directs the Marketing Department staff regarding company objectives and procedures for marketing properties. Provides marketing expertise in developing and implementing marketing strategies and actions to sell properties at highest net value.

- Ensures that approved marketing strategies and counteroffer procedures are effectively implemented.
- Analyzes property and market conditions and develop market strategies for the pricing and disposition of each property.
- Develops and monitors relations with outside vendors and subcontractors for timely information gathering.
- Develops, monitors and analyzes inventory status and activity reports to determine appropriate intervention or action.
- Develops and streamlines processes to ensure maximum customer service and compliance.
- Addresses and resolves complaints in a timely and effective manner.

Education/Experience Required

- Bachelor's Degree in Real Estate management or related field
- Minimum of five (5) years of real estate closing experience, two (2) years in staff or department management and/or training.
- Background in real estate, property and/or asset management
- Loan/mortgage or title background and experience in selling HUD homes a plus.

Marketing Specialist

Has primary responsibility of ensuring that properties are sold quickly, sold at market value and that the marketing strategies promote property sales to owner occupants in a manner that is consistent with the client's objectives.

- Analyzes market and property conditions to develop a marketing strategy for the pricing and disposition of each property.
- Ensures that the properties are listed correctly and are re-analyzed according to the approved Marketing Plan.
- Reviews and monitors assigned inventory of properties to reduce number of exceeding cases and aged inventory.
- Performs a review of the Initial Inspection Report, Property Condition Report and appraisal to ensure that the property listing is accurate and that the property is in "ready to show" condition before creating a disposition for posting on the company's bidding website.
- Responds to calls from buyers and real estate agents on a daily basis regarding to listed properties, bid awards and properties under contract.
- Works with Property Management Department and Closing Department to resolve issues arising from vandalism or other emergencies that arise after contract acceptance.
- Conducts weekly reviews of all listings to ensure that proper documentation, photos and/or disclosures are posted.

Education/Experience Required

- High school diploma or equivalent (GED), some college preferred
- Minimum of two (2) years of real estate sales or marketing experience, or equivalent combination of education and experience
- Loan/mortgage or related experience helpful

Closing Manager

The Closing Manager oversees and directs the Closing Department staff to ensure that the operational and closing activities accurate and timely and in accordance with established procedures and guidelines.

- Oversees the sales closing process to ensure the accuracy of all closing documentation and all sales close within the specified time
- Understands Closing Agent's responsibilities and duties as defined by the contract and monitors the performance of the Closing Agent; maintains positive relationship with Closing Agents
- Prepares monthly Closing Agent Deficiency Report
- Prepares weekly Un-reconciled Sales and Delayed Sales Reports
- Follows up with the Closing Department staff as needed to resolve issues documented in weekly and monthly reports
- Effectively works through closing issues prior to escalating to client
- Develops, monitors and analyzes inventory status and activity reports to determine appropriate intervention or action.
- Develops and streamlines processes to ensure maximum customer service and compliance.

Education/Experience Required

- Bachelor's Degree preferred
- Minimum of two (2) years staff management experience
- Minimum five (5) years real estate closing experience
- Loan/mortgage or title background and experience in selling REO homes a plus

Closing Specialist

Has primary responsibility of facilitating and ensuring that the sales closing process is completed successfully and timely, in accordance with performance requirements. Interacts with the Closing Agents on a daily basis to ensure that all necessary sales documentation is accurate and submitted in sufficient time to ensure a timely closing.

- Conducts and uses appropriate checklists for a thorough review of the settlement statement, executed deed and closing package (sales contract and addendums, title evidence if available, tax information, homeowner association information, and all outstanding property bills) and ensure accuracy and timely submission.
- Verifies that HUD-1's presented by the Closing Agent agree with the Sales Contract and all costs charged to seller are accurate and proper.
- Executes and reviews sales contract and maintains updated logs.
- Verifies the closing statement balance and assures that closing statement does not contain non-approved HUD closing costs. Ensures contracts match the bid amount and are correct.
- Enters closing information, such as settlement statement and related data, into electronic system database and maintains up-to-date closing information for monitoring and reporting closing activity.
- Ensures that the Closing Agents forward the deeds and settlement statements for pre-approval prior to closing. Follows-up on an as needed basis.
- Responds to contract extension requests timely and approves or disapproves requests according to contract guidelines.
- Ensures that contracts are cancelled timely.
- Handles appropriately disposition of earnest money with proper documentation.

- Reconciles Settlement Statements with the wired funds and resolves any discrepancies with the Closing Agent.
- Prepares notification letters of contract acceptance to Closing Agents and real estate brokers.

Education/Experience Required

- High school diploma or Equivalent (GED); some college preferred
- Minimum of two (2) years of real estate or lender closing experience
- Title experience and licensed notary a plus
- Experience in HUD Management & Marketing contracting for single family homes a plus

Mortgagee Compliance Manager

The Mortgagee Compliance Manager oversees and directs the Mortgagee Compliance Department staff to ensure that the Mortgagees comply with HUD's requirements for the preservation and protection of properties before conveyance and during the foreclosure and eviction processes. This position provides management expertise in monitoring compliance prior to acquisition in key performance areas: (1) Requests for over-allowable expenses and extensions of time; (2) Requests for occupied conveyance; (3) Title review; and (4) Claims review.

- Communicates timely and accurately with lenders/buyers/attorneys to provide guidance on pre-conveyance issues and to resolve conflicts in title and property protection and preservation matters.
- Develops monitors and analyzes inventory status and activity reports to determine appropriate intervention or action.
- Develops and streamlines processes to ensure maximum customer service and compliance.

Education/Experience Required

- Bachelor's degree preferred
- Minimum of five (5) years of real estate, property and/or asset management experience, two (2) years in staff or department management and/or training, or equivalent combination of education and experience
- Loan/mortgage or title background and experience in selling HUD homes a plus

Mortgagee Compliance Specialist

Has primary responsibility of providing guidance to the mortgagee regarding preservation and protection requirements prior to conveyance consistent with the client's objectives.

- Evaluates mortgagee request for extension of time to ensure the mortgage company has a reasonable time to place the property in conveyance condition.
- Manages mortgagee neglect properties to send letters to lenders.
- Sends reconveyance letters to lenders.
- Handles all title issues.
- Responds to over-allowable requests from lenders.
- Prepares quitclaim deeds.
- Works with lenders to ensure the homes conveyed meet HUD specifications.
- Requests offset claims.
- Monitors evictions and lender repairs on HOM properties.
- Reviews title and claims
- Checks on occupancy and determines if any extension of time has or will be allotted.

Education/Experience Required

- Some college education preferred.
- Six (6) months to one (1) year related experience and/or training: or equivalent combination of education and experience.
- Loan/mortgage or title background and experience in selling HUD homes a plus

Administrative Assistant

The Administrative Assistant provides administrative and clerical support to the Contract Manager, Alternate Contract Manager and Human Resources Manager.

- Answers telephones and transfers calls to appropriate staff member
- Meets and greets clients and visitors
- Creates and modifies documents using Microsoft Office
- Performs general clerical duties to include but not limited to faxing, photocopying, mailing, and filing.
- Maintains hard copy and electronic filing system.
- Signs for and distributes UPS/Fed Ex/Airborne packages.
- Researches, prices, and purchases office supplies.
- Coordinates and maintains records for staff office space, phones, parking, company credit cards, office keys, etc.
- Setups and coordinates meetings and conferences.

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of two (2) years of related work experience and/or training

Receptionist

Responsible for all front office reception duties and provides other administrative support to contract office:

- Serves as the first point of contact for telephone callers and walk-in visitors
- Professionally answers all incoming calls and direct callers efficiently and accurately to the appropriate company personnel.
- Greets and directs visitors, contractors, vendors and other guests in a professional and friendly manner.
- Provides factual information to specific callers regarding contract office activities.

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of six (6) months of related work experience and/or training

Mail Clerk

- Time stamps and delivers all incoming postal and express mail
- Processes all outgoing mail by operating and maintaining metered postage machine

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of two (2) years of related work experience and/or training

Records Clerk

Performs records management and maintenance in accordance with established policies and procedures:

- Efficiently and accurately organize property related documents in proper files, sections, and sequences
- Assembles physical property files and documents
- Creates bar-code labels and labels new acquisition files
- Checks files in/out using bar code scanner
- Assists with internal audits of files and archiving projects
- Prepares and scans documents into EMS to provide electronic access to property files

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of two (2) years of related work experience and/or training

Program Assistant

Program Assistants perform specific functions as well as provide administrative and clerical support to the department:

- Issues work orders a termite and wood destroying organisms inspection on all newly acquired properties and orders treatments for active infestations
- Issues work orders for lead-based paint inspections and requests stabilization plans, when required
- Reviews invoices inspections/treatment services
- Performs general clerical duties such as data entry, phone calls to vendors, etc.
- Generates reports for the management team and staff

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of two years related experience or equivalent combination of education and experience

Quality Control Manager

Responsible for recommending, developing, monitoring and improving quality control functions.

- Manages day-to-day activities of the QC team to ensure overall effectiveness of the QC Plan
- Develops quality control policies and procedures and strategies to enforce compliance
- Schedules and coordinates reviews
- Conduct random and targeted reviews
- Prepares written reports of QC results
- Establishes QC thresholds for operational and administrative functions
- Serves as a resource to the management team

Education/Experience Required

- Bachelor's degree preferred
- Minimum of five (5) years of real estate, property and/or asset management experience, two (2) years in staff or department management and/or training, or equivalent combination of education and experience

Quality Control Specialist

Performs desk audits of various operational processes and systems, including file documents and electronic records.

- Observes and reviews work activities for compliance and adherence to operational policies and procedures
- Documents audit trail and maintains records of observations
- Analyzes findings for patterns and trends
- Schedules and coordinates reviews
- Conduct random and targeted reviews
- Prepares written reports of QC results
- Serves as a resource to the staff

Education/Experience Required

- Bachelor's degree preferred
- Minimum of three (3) years of real estate, property and/or asset management experience or equivalent combination of education and experience

Quality Control Staff Appraiser

The QC Staff Appraiser has overall responsibility for ensuring that quality control audits are performed and findings reported related to appraisers and appraisals.

- Monitors and reviews appraisal reports for errors and omissions, to help ensure that appraisers are providing high-quality and accurate appraisals.

- Performs audit reviews of appraisals obtained by vendors.
- Prepares monthly QC report and submits to HUD
- Conducts training for subcontractors and staff

Education/Experience Required

- Bachelor's degree preferred in construction, architecture, or related field preferred
- Minimum five (5) years experience in residential inspections, and/or quality control
- Knowledge of construction property development coupled with Housing Quality Standards (HQS) and Uniform Physical Conditional Standards (UPCS) certifications would be a plus

Quality Control Field Inspector

Conducts property inspections to ensure that properties are maintained in a clean, safe and sanitary condition:

- Conducts physical on-site inspections of properties to determine thoroughness of completed work
- Identifies health and safety hazards
- Prepares written reports of findings
- Takes before and after photos of property conditions

Education/Experience Required

- High school diploma or equivalent (GED)
- Minimum of two (2) years of related work experience and/or training

IT Support Technician

- Supports the operations of internal computer network
- Installs, configures, tests, maintains, and troubleshoots end user workstation hardware, software, networked peripheral devices, cabling, and networking hardware and software products

Education/Experience Required

- College degree in the field of computer science or management information systems
- A++ Certifications preferred, Network Certification helpful
- Minimum of two (2) years of related work experience and/or training
- Working technical knowledge of network and PC operating systems, including network connectivity, network cabling, software installation, and software configuration

Price List

| SIN(s) | Service | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------|------------------|---------------|---------------|---------------|---------------|---------------|
| 520-2 & 520-3 | Marketing Fee | 5.54% | 5.54% | 5.54% | 5.54% | 5.54% |

Escalation rates will be negotiated annually or on an as needed basis.

About BestAssets

BestAssets, Inc. is a property disposition solution company specializing in asset management, marketing and disposition of single-family Real Estate Owned (REO) properties. Our team of dedicated personnel manages, markets and oversees sale closings of single-family homes in six states for the U.S. Department of Housing and Urban Development (HUD). We provide services for properties located in Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin. BestAssets has on the average 50 employees at its contract office located in Minneapolis, MN. Our corporate office is located in Sugar Land, TX and has the capabilities and resources to provide critical accounting services such as billing and payroll processing as well as an established professional human resources team to acquire talented and skilled staff to perform the work required for the contract in any area of the country.

BestAssets was established in year 1999 in a joint venture with CitiWest South, to provide management & marketing of single-family housing services to HUD as BestAssets-Citiwest JV (BAC). We received our first contract award through HUD in May 2000 to manage REO Properties in Alabama, Georgia, and Mississippi. BAC had an inventory ranging in size from 1,600 to 3,000 properties during the 4-year contract period (from 2000 to 2004) and averaged 600 closings per month by the final year of the contract. BAC rapidly gained significant experience and demonstrated the capabilities to become established and recognized as an independent company in its ability to meet the goals and contractual obligations of HUD during the second generation of M&M contracts. In 2004, BestAssets, Inc. was awarded its second contract with HUD to manage and market single-family properties.

BestAssets also provides management and operational consulting to affiliate property disposition offices for properties located in GA, NC, SC, IL, IN, WV, VA, AK, ID, WA, OR, TX, MO, TN, KY, AZ, and CO. The combined total inventory has ranged in size from approximately 6,000 to as many 8,000 properties under management and closing as many as 1,200 properties per month. With over 9 years of corporate experience in managing property disposition programs, BestAssets possesses the following core competencies:

- *Core competency 1 Asset Valuation and Pricing*
 - Obtain and analyze appraisal reports to ensure appraisals are properly performed and fairly represents market value; establish initial list prices on properties based on appraisals, conduct desk and field audits of appraisal work submitted by FHA-roster appraisers to ensure compliance with HUD's requirements
- *Core competency 2 Market Analysis and Disposition Strategies*
 - Conduct analysis of market conditions and portfolio of assets; develop market strategies for all properties, including hard-to-sell properties; reanalyze properties to determine appropriateness of change in price or terms of sale; conduct marketing outreach activities and build partnerships within the real estate industry and with government and non-profit entities.
- *Core competency 3 Bidding Management and Evaluation*
 - Maintain a web-based marketing site, including an electronic bidding system; determine acceptable net offer to HUD.
- *Core competency 4 Asset Closing Support*

- Execute sales contracts on behalf of HUD; ensure accuracy of all closing documents and verify that all costs being charged to HUD are accurate; execute deeds and approve HUD-1 statements; oversee Closing Agents designated by HUD; review and reconcile sale proceeds.
- *Core competency 5 Due Diligence Support – Mortgagee Compliance*
 - Monitor and ensure mortgagee compliance; provide preservation & protection guidance to mortgagees on pre-conveyance issues; ensure that good and marketable title is conveyed to HUD; review claims for insurance benefits; pursue administrative remedies on behalf of HUD including debt collection and administrative offsets; process requests for occupied conveyance and conveyance of damaged properties; review and respond to requests for over-allowable expenses and extensions of time.
- *Core competency 6 Due Diligence Support – Records and Database Management*
 - Maintain a comprehensive web-based electronic monitoring system such that all property related documents are available any time; maintain a file room that contains a physical property file for each property.