



PERFORMANCE TIMELINE

The following performance timeline is a summary of the time frames BMG requires for completion of broker services..

ACTIVITIES	REQUIREMENTS
Notify BMG of Occupancy Status	24 hours from assignment
If Vacant, Secure & Re-Key	48 hours from assignment
If Occupied, Negotiate Cash for Keys as Directed	72 hours from notification
Property Inspections (Vacant & Occupied)	Weekly
Provide BPO	3 days from request
Return Signed Property Referral	24 hours from receipt
Provide Copy of MLS	1 day from executed listing
Submit Offers	Within 24 hours from receipt
Notify Closing Agent of Accepted Offer	Same business day
Overnight or Fax Original Contract to BMG	Within 1 day from acceptance
Monthly Status Report	Every 30 days – Due on the 1st
Updated BPO	Every 90 days