



## Member Physical Office Site Inspection

To Whom it may Concern:

Allied Finance Adjusters Conference, Inc. approved third party vetting service, executed the above mention members physical office inspection. The above mentioned members has passed the AFA rigorous physical office inspection and has met the criteria and compliance standards set forth to become a member of the Allied Finance Adjusters Conference, Inc.

To become an Allied Finance Adjusters member, the physical office inspection, includes wide angel and close up digital photographs, plot map of office and vehicle storage lot, measured height of all gates and fences, verifying the lighting, shedders, \*camera surveillance, \*alarm systems and \*backup generators are all in working order. (\*if applicable)

### Listed below are all areas of the physical inspection.

**Business Documents Verification:** Articles of corporation, LLC, Partnership or Sole proprietorship. City and State Business licenses, Insurance, Workers Comp, Photo ID, Business Cards and Signage.

**Property Verification:** Ownership, Rental or Lease Agreement and proper employee signage.

**Building Exterior:** Lighting, Security, Locks, Signage, Public Notices, Windows, Entrance & Exits.

**Building Interior:** Public Notices, All doors & locks, Computer work stations, Filing cabinet locks, Shredder bins, Camera surveillance, Alarm system, Key cutting equipment, Key box (repossessed vehicle keys storage)

**Vehicle Storage Lot:** Fence, Gates, Locks, Lighting, Security, All entrance and exits, Camera surveillance and backup generator (if applicable).

**Personal Effects Storage Area:** Doors, Locks, Security and personal effects storage system.

**Recovery Vehicles:** Vehicle registration, Insurance, Wheel lift boom only, Signage, state law required equipment, safety chains, tow lights and over all condition.

### **Note:**

Any member not meeting our high standards were given the opportunity to correct the issue(s) and be re-inspected.

### **Physical Inspection Process:**

The physical inspection final report was given to the Allied Finance Adjusters Conference, Inc, Divisional Director, Membership and Bond Chairperson to review the results, once cleared, those results along with the background check report are then passed on to the Executive Committee for final approval.

If you have any further questions please contact Allied Finance Adjusters Home office at: (800) 843-1232