BPO (Broker Price Opinion) Contract SOP

Step 1 – Obtain Signatures
Before completing a Broker Price Opinion:
☐ Confirm the BPO contract is fully signed.
☐ Verify all required information and property details are included.

Step 2 – Submit for Compliance
Within 48 hours of receiving the fully signed BPO contract:
☐ Email the signed BPO contract to: WAdocs@epiquerealty.com
☐ Use subject line format:
BPO – Full Property Address (Street, City, Zip)

Step 3 – Submit Supporting Documents
If additional documentation is required for the BPO assignment:
☐ Submit the completed CMA or valuation report.
☐ Submit any required addenda or supporting documentation.
☐ Request Commission Disbursement Authorization (CDA)
CDA Form: https://form.jotform.com/252708522568059
☐ Once the signed CDA form is received, review and confirm it is accurate.
☐ Request changes if needed.
☐ Submit final CDA to Title and verify a copy is in the SkySlope file.
☐ Confirm that Title has proper disbursement instructions, per the CDA.
Failure to properly follow these CDA steps may delay your commission payment.

Step 4 – Proof of Payment
Once payment for the BPO is received:
☐ Submit proof of payment to the Transaction Coordinator.
☐ Upload proof of payment to the SkySlope file if one was created.

Step 5 – File Complete
Once the BPO contract and supporting documentation have been submitted, the file is complete for compliance purposes.