

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 and BecciColvin@epiqueTC.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
- Submit CDA (if applicable)

Upload or email documents within 48 hours of completion.

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.