Get Your Deals Done Jump Start Guide

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STEP 1: FOUND MONEY!

What do we do?

We help people recover funds that are due them – and in most cases our clients don’t even realize that these funds exist.

We obtain lists of funds held by government agencies. Throughout the country, there are billions and billions of dollars of unclaimed funds being held right now, ready to be claimed.

Once we get these lists, we’ll review them and decide which claims are worth pursuing, and which aren't.

Some won't be – they’ll be too complicated, or too messy to interest us. We’ll learn to decide which ones to pursue, and which to pass on.

We’ll spend a lot of time skip tracing (locating people who have moved on from their last “known” address). We need to find the claimant, regardless of where he or she is located today – sometimes even thousands of miles away from us.

But once we find the claimant, we notify them of the existence of the funds, try to get them under contract, and assist in processing their claim for the money that is rightfully theirs.

“Assist” may not be the right word… we’ll actually be doing almost everything ourselves. If we leave it up to the claimant to take care of things, most of the time it won't get done.

When we get an agreement to collect for an unclaimed money recipient, we’ll do everything we can to get the proper claims paperwork in advance so our claim goes smoothly the first time.

Eventually, once the claim has gone through the system, we'll get a check from the agency holding the funds. Then we’ll disburse the amount due the claimant after any expenses, and of course, our “cut”. Typically, we’ll negotiate 40% of the collection as our share – though under some circumstances we’ll go for more, or settle for less.

When the dust settles, we’ll get a check and disburse the funds according to our agreement.
What is “Found Money”?

The people who are owed money almost always never know about it!

If a claim isn’t made in the time allotted by law, the funds often "escheat" (get permanently acquired) by the agency holding them. We don’t like that! It’s just not fair, and we want to make sure that never happens.

So what is “found money”?

Found money is held by government agencies and is waiting to be claimed; by definition, the owner doesn’t know this money exists, or has never made a successful attempt to collect it. Typically, these funds result from a foreclosure - there was bidding activity at a foreclosure sale, and more was paid for a property than what was owed.

When more is collected at a sale than what was owed, the extra funds are typically available to the former owner – and not well-publicized (you usually won’t find them on your states “unclaimed” website).

Plus, there are other unclaimed funds you’ll encounter along the way – payouts for condemnations, probates, court cases, you name it…all unclaimed.

The Take Aways . . .

✓ This is an overview - we’re going to cover everything presented here in Step 1, in detail, throughout the rest of the course.

✓ We help people recover their unclaimed funds, and

✓ We get paid by sharing those funds according to our agreement.
Checklist

Google “[state name] unclaimed funds”. Note results here.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Google “[state name] unclaimed estates”. Note results here.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Google “[state name] finder’s fee limits”. Note here.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
STEP 2: GETTING LEGAL

Stay Legal . . .

Operating our overage collection business properly and legally is critical – we can’t get going until we're SURE we’re working within the law. So let’s “Get Legal” right upfront.

The easiest way to get started on that is to ask questions. There are only a handful of questions we really need answers to - and once we have those answers, we can be sure we're doing things as they're supposed to be done, and we won't run into any kind of trouble.

In terms of overages, there are 3 questions we need to be thinking about.

Regarding overages in our state, we need to discover . . .

1. Do they exist? All states have foreclosure overages, but only about half have tax sale foreclosures.

2. How, and by whom, are these overages handled? Typically, the entity holding the foreclosure will have the answer, but not always.

3. What are the "money finder" laws? Do they apply to these overages?

How to find out?

Google "your state" + real property foreclosure law ... and see what you find. Then try, "your state" + real property tax foreclosure law... then try "your state" + foreclosure overages, or overbids, surplus funds, excess proceeds, excess funds, etc. Google everything and see what you find!

3 Money Finder Questions
1. Is there a limit to what money finders can charge (don’t make any conclusions at first glance – what is the exact definition of funds that are subject to the law)?

2. Are there licensing requirements for money finders? Some states have special requirements (again, look carefully at the funds covered by any licensing requirements, and don’t jump to conclusions without understanding exactly what funds are covered).

3. What other legal issues unique to my state do I need to be concerned with? Your state may have special rules or laws that could make business difficult. Luckily, working in your home state is not at all essential.

How to find out?

Google again! "your state" + unclaimed funds, abandoned property, abandoned assets, asset locator, money finder, unclaimed property act.

If you perform these searches, you should run into any unclaimed funds restrictions that may exist. Once again, before you make conclusions, read the definition of the funds that are covered literally, and find a definition for the funds. Most funds held at county agencies ARE NOT covered by such laws, with some exceptions.

The Take Aways . . .

✓ Operating our overage collection business properly and legally is critical.

✓ The easiest way to get started on that is to ask questions- the 3 overage questions, and the 3 money finder questions.

✓ Most answers can be found by Googling.
Checklist

Use Google to find the following


_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Same with “mortgage foreclosure overages”/surplus/excess funds _______________________
_________________________________________________________________________
_________________________________________________________________________

Which agency handles tax sales? ________________________________________________

Which agency handles mortgage foreclosures? _____________________________________

_________________________________________________________________________
_________________________________________________________________________

How and by whom are the overages handled? ______________________________________

Call the agency handling tax sales – ask how overages are handled ______________________
_________________________________________________________________________

Call the agency handling mortgage foreclosures – ask how overages are handled __________
_________________________________________________________________________

Check into the state’s law: Is there a limit to what money finders can charge in my state?
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Is any limit you found, for ALL funds? Or just state-held funds?

_________________________________________________________________________

_________________________________________________________________________

If some funds are regulated, what is the exact term they’re referred to, in the state statute?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

What is the exact definition of that term?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

What funds may be available before they become part of the regulations? How long do funds have to sit at certain agencies before they’re regulated?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Are there licensing requirements for money finders in my state? Do these licensing requirements only come into play with funds that are “regulated”? What about funds that are still at the agency in questions, before they become “regulated”?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

What other legal issues unique to my state do I need to be concerned with?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
**Step 2 Resources**

**State Statute/Code Websites:** When you find a statute that appears to restrict the fee for a certain amount, learn EXACTLY which funds are actually regulated. These laws almost never apply to funds still in the possession of the agency that first received them. The regulations will likely NOT come into effect until an agency has held the funds for years (1, 3, 5 or more).

- Alabama  
- Alaska  
- Arizona  
  [http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp)
- Arkansas  
  [http://www.arkleg.state.ar.us/SearchCenter/Pages/arkansascode.aspx](http://www.arkleg.state.ar.us/SearchCenter/Pages/arkansascode.aspx)
- California  
  [http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)
- Colorado  
  [http://www.leg.state.co.us/](http://www.leg.state.co.us/)
- Connecticut  
  [http://search.cga.state.ct.us/dtsearch_pub_statutes.html](http://search.cga.state.ct.us/dtsearch_pub_statutes.html)
- Delaware  
- D.C.  
- Florida  
  [http://www.leg.state.fl.us/STATUTES/](http://www.leg.state.fl.us/STATUTES/)
- Georgia  
- Hawaii  
  [http://www.capitol.hawaii.gov/site1hrs/default.asp](http://www.capitol.hawaii.gov/site1hrs/default.asp)
- Indiana  
  [http://www.in.gov/legislative/ic/code/](http://www.in.gov/legislative/ic/code/)
Illinois

Iowa
http://www.legis.state.ia.us/IowaLaw.html

Idaho
http://www.legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm

Kansas
http://www.kslegislature.org/legsrv-statutes/index.do

Kentucky
http://www.lrc.ky.gov/krs/TITLES.HTM

Louisiana
http://www.legis.state.la.us/Iss/tsrssearch.htm

Maryland
http://mlis.state.md.us/

Massachusetts
http://www.mass.gov/legis/laws/mgl/

Michigan
http://www.legislature.mi.gov/(S(2tiz2g55snqn1i45seusav45))/mileg.aspx?page=MCLBasicSearch

Maine
http://www.mainelegis.org/legis/statutes/

Missouri
http://www.moga.mo.gov/STATUTES/STATUTES.HTM

Minnesota
https://www.revisor.leg.state.mn.us/pubs/

Mississippi
http://www.sos.state.ms.us/ed_pubs/mscode/

Montana

New Jersey
http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=40931548&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42

New Hampshire
http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm

New York
http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS

New Mexico
http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0

Nebraska
http://uniweb.legislature.ne.gov/laws/laws.php

Nevada
http://leg.state.nv.us/NRS/Index.cfm

North Dakota
http://www.legis.nd.gov/information/statutes/cent-code.html

North Carolina
http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl

Oregon
http://www.leg.state.or.us/ors/

Ohio
http://codes.ohio.gov/orc

Oklahoma
http://www.lsb.state.ok.us/osstatuestitle.html

Pennsylvania
http://government.westlaw.com/linkedslice/default.asp?SP=pac-1000

R.I.
http://www.rilin.state.ri.us/Statutes/

South Carolina
http://www.scstatehouse.gov/code/statmast.htm

South Dakota
http://legis.state.sd.us/statutes/TitleList.aspx

Tennessee
http://www.michie.com/tennessee/lexstat.dll?f=templates&fn=main-h.htm&cp=tncode

Texas
http://www.statutes.legis.state.tx.us/

Utah
http://www.le.state.ut.us/~code/code.htm

Vermont
http://www.leg.state.vt.us/statutes/sections.cfm?Title=11&Chapter=021

Virginia
http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC

Washington
http://apps.leg.wa.gov/RCW/

West Virginia
http://www.legis.state.wv.us/WVCODE/code.cfm

Wisconsin
http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=top

Wyoming
http://legisweb.state.wy.us/statutes/statutes.aspx
**STEP 3: THE LIST**

Where do we find lists? Who's controlling them, and how do we request them?

**What is our list?**

Our list may include all kinds of things - the claimant's name, address, the amount of the claim, perhaps the parcel number of the property. The people originally assembling these lists had only the original mailing address of the claimant, though they may have assembled additional information in the meantime – even phone numbers of relatives or associates.

Lists may not come in list form. They may come in a spreadsheet, or you may have to put the list together yourself from a stack of individual claim forms.

**Where Do We Find The Lists?**

Lists, or the records we need to assemble them, are held and maintained by the agency responsible for the funds.

Also, lists are maintained by other agencies in charge of monitoring the agency where the funds were created. You may find an agency that is in charge of all agencies' funds, as well.

If you don't know the agency responsible, call and say "I'm interested in some overage funds I may have coming to me - is that something you can help me with, or can you tell me who I need to call for that?"

**Who Controls The Lists?**

Within each agency is someone in charge of the list, likely with a support staff, who may be of service to us. For example, the County Treasurer may be in charge of the overage, and a person within the office may be responsible for maintaining the list.
**How To Request The Lists?**

Contact the agency believed to be holding the funds and make a friendly, informal request. Ask for assistance if you need to.

If an informal request fails, make a formal request under the state's Public Records Access statutes. This will likely have an immediate effect.

Note: don't confuse this with the federal law "Freedom of Information Act" - it will likely be called something else by the state.

**Helpful List Gathering Suggestions**

Start slowly and focus on one agency to start. And begin with the agencies holding the mortgage foreclosure and tax sale foreclosure fund first. Don't try to hit them all at once.

Consider working a distant county or agency initially. You want to make all your “beginner mistakes” as far away from the best (largest?) counties as possible.

Don't give up when "push back" happens. Staffers are trained to act in a way that will make you want to go away.

**List Mistakes You MUST Avoid**

- Not knowing the law. You MUST know your rights under the state's Public Record Access laws.

- Being unfriendly with unhelpful government staff. When making contact, be cheerful to the point of being overboard about it. Smile BIG, and if they are rude, ignore it. Resist the urge to send nasty or frustrated emails to staff.

**The Take Aways . . .**
✓ Lists may not come in list form. They may come in a spreadsheet, or you may have to put the list together yourself from a stack of individual claim forms.

✓ Lists, or the records we need to assemble them, are held and maintained by the agency responsible for the funds.

✓ Within each agency is someone in charge of the list, likely with a support staff, that may be of service to us.

✓ Contact the agency believed to be holding the funds and make a friendly, informal request. If an informal request fails, make a formal request under the state's Public Records Access statutes.

✓ Start slowly and focus on one agency to start. Consider working a distant county or agency initially. Don't give up when "push back" happens. Staffers are trained to act in a way that will make you want to go away.

✓ Know your rights- and be friendly.
Checklist

- The agency that holds the tax sale in my target state is: _____________________________

- The agency that holds the mortgage foreclosures in my target state is:

- Phone number for tax sale agency(s):

- Phone number for mortgage foreclosure agency(s):

- Smaller agencies, with contact info, that I could “practice” with and may never really pursue:

- Notes from “informal” requests for lists – what were the lists called, what were objections, what did I learn that I can use for next time:
**Sample Records Request Email**

To: Public Records Officer:

Please be advised that under the Public Records statutes of this state, I request a list of any unclaimed funds your office is holding, pending claims by the rightful owners of those funds.

Please provide your list(s) by emailing digital copies (spreadsheet and PDF documents) to me at the following address:

billjones@abandonedproperty.org

If these records are not available in list form, please provide the individual records for each claim.

If you have any questions, please do not hesitate to contact me by replying to this email.

I look forward to hearing from you. Thank you.

Sincerely,

Bill Jones
Sample Public Records Request Letter

Bill Jones  
P. O. Box 456  
Tacoma, WA 03210

John Smith  
Public Works Director  
123 Main Street  
Anytown, WA 12345

January 3, 2010

RE: Request for agency’s “Unclaimed Funds” list

Dear Mr. Smith:

Please be advised the following request is made under the Washington State Public Records Act, (RCW 42.56) and we ask that you refer said request to the person within your agency assigned to the role of Public Records Officer.

1. REQUEST FOR THE FOLLOWING PUBLIC RECORDS:

A list of all unclaimed funds on hand with your agency arising from_________ or elsewhere. If no such list exists, please provide the individual record for each claim.

2. REQUESTED ACTION TO BE TAKEN:

If available digitally (a spreadsheet type list or a .pdf file) please email to: _________________. Otherwise, copies of the above requested public records may be mailed to the above address.

3. COSTS AND PAYMENT:

Per the Public Records Act, we agree to pay for the requested public records. At your earliest convenience, please advise of the anticipated costs, if any, via the above email address. If there is no costs, please advise as well.

If you have any questions, please contact me at once. Thank you.

Sincerely,

Bill Jones
**STEP 4: LIST STRATEGIES**

**Parking The List**

There's a ton of data we're going to run into, and we need a place to organize it. Unless you have a system in place, your info will get out of hand very quickly.

Easy access is a must, and we recommend using a web-based program that everyone on your team can log into and collaborate on (if you don’t have a team now, you very well might once you get going).

**Enhancing the list**

EVERYTHING goes on the list. If you're doing any work on a particular lead, make sure that screen is up, that window is open, and anything you do, whether it's a phone call, or a thought, or something you see on the internet, it goes on the list. Names, addresses, family, friends- it's a memo on the list.

A scheduled appointment, the attorney involved, a treasurer or trustee-- they ALL go on the list. That way, we never have to wonder who's involved, or how to contact them. This can mean the difference between a deal that works, and one that doesn't.

We're constantly on the web looking for things. Whenever you find something, you copy and stick it on the list. You only have to enter this data once... do it.

If it's an easy deal, and you've got someone ready to go, then obviously you don't have to do this - but for some deals, you will have to do plenty of research. Keeping track of all the data will save you time and money, so don't neglect this step.

**Managing the list**
Use an online CRM - Customer Relationship Management program. It must be easy, and feature packed. We recommend HighriseHQ from the fellows at 37 Systems. Visit www.highrisehq.com for a free trial account.

Virtual Assistants

We sometimes use virtual assistants to help us with the process. They help with data entry of original list materials. Go through the data entry process a few times yourself.

But as soon as you've made a few claims, pay someone to help you out with this. Other assistants can make calls for you, do skip tracing for you, and perform other research.

Key: All Our Processing is Task Driven

When we decide something has to be done, we create a task. That task has a date and a person responsible for it, so when that person logs into your CRM, there are the tasks for the day.

Make sure all tasks get done by the due date! This may become your only job once you have the system running smoothly and assistants helping you.

DEADLINES MATTER. This business is very much deadline driven. A system of reminders must be in place to prevent critical dates from going unnoticed.

There is NOTHING worse than blowing a deal by missing a deadline!!

Progress Tracking

Throw away your scratch paper and sticky notes. DO EVERYTHING ONLINE. Sticky notes get lost. EVERYTHING goes into the CRM.

Stop making silly little notes on paper! Open the screen, and do them all online. Notes make the system work - they tell us things like:  Was contact made? Were any decisions made? Who said what? Now what? Who's responsible?
Deal Tracking

Sometimes, we get so involved in the hunt, the deal kind of goes by the wayside. Deals "in the hopper" need to be tracked. They need constant attention and focus on moving pending deals through the system. It's inspiring to see the money the deals create - keep them prominent within your notes as a motivator.

The Take Aways . . .

Easy access is a must, and we recommend using a web-based program that everyone on your team can log into and collaborate on.

EVERYTHING goes on the list. That way, we never have to wonder who's involved, or how to contact them.

Once you've made a few claims, pay someone to help you out with calls, skip tracing, and other jobs. Using virtual assistants can simplify the process.

DEADLINES MATTER. A system of reminders must be in place to prevent critical dates from going unnoticed.

DO EVERYTHING ONLINE. Sticky notes get lost.

Deals "in the hopper" need to be tracked. They need constant attention and focus on moving pending deals through the system.
Checklist

Get a system for capturing ALL information and keeping it organized…HighRiseHQ.com recommended. Otherwise, here’s how I’ll keep info organized:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Add EVERYTHING- phone numbers, names, phone calls made, even thoughts, as memos to your list as you go along – here’s how I’ll keep it organized:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
STEP 5: CRUSHING THE LIST

Make ONE person responsible for staying on top of the list. If it's allowed to grow and no one is responsible for maintaining it, it will grow out of control. Continually prune and remove the "dead wood".

Cream The List

Identify the top claims on the list (top 10%). Focus ONLY on your top claims. Think "Top Top": We're working our TOP claim from the TOP 10%. After that, go to the next best claim. We're working our very best lead at any given time.

Needle In A Haystack

Forget about list building, and focus on dealmaking. Too many people get too good at making these lists, and forget that they're supposed to be talking to people with claims! The only thing that matters is talking to people with claims.

Creating and managing lists are the things we have to get out of the way, so we can get to talking to people.

When you find a needle in a haystack... stop looking. You don't need to look for more needles! There it is - get to work on it!

“Go-To-War” Worthy
Pursuing a claim takes time, energy and resources. We only have so much of that, so we have to choose our claim wisely. We want to make sure the payoff is worth the effort.

Complicated claims may not be worth it!

We have to look long and hard, and make sure a claim is worth pursuing. Remember, some claims you just won't be able to work profitably.

**Jungle Rules**

When a deal gets going, drop everything else. Forget list building, data entry, and even making contact - just get that ONE deal done.

All your energy gets focused on that one deal. Everything else goes to the back burner - that deal gets 100% of your effort.

**Say “Bye Bye”**

Unworkable leads clog the list. Get bad leads OFF the list ASAP.

A “no” is better than a "maybe" – it allows us to remove the prospect from the list.

ALWAYS be whittling down the list, so you’re always working on things that matter.

Don’t be afraid to say bye-bye... get rid of the non-performing junk in your list.

**The Take Aways . . .**

- Make ONE person responsible for staying on top of the list. Continually prune and remove the "dead wood".
- Identify the top claims on the list (top 10%). Focus ONLY on your top claims.
- Forget about list building, and focus on deal-making.
- Choose your claim wisely.
✔ When a deal gets going, drop everything else. Forget list building, data entry, and even making contact - just get that ONE deal done.

✔ Get bad leads OFF the list ASAP.
Checklist

- Who I’ll assign (maybe just me) to make sure the “cream of the crop” of my list is always being worked: ___________________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________

- I know how to identify the top 10% of my claims on the list: Here are their characteristics
  ________________________________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________

- List-Making is essential, but is not the end goal – here’s why: _______________________
  ________________________________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________

- The top 10% of my list is what I’ll work first…it’s the top 10% not only because of amount of the claim, but also __________________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________

- I’m going to say “Bye Bye” sometimes, when: ________________________________
  ________________________________________________________________________
  ________________________________________________________________________
STEP 6: DOC'D UP

The Paperwork

There are two different document sets. One is "their claim forms" and the other is "our forms."

“Their forms” mean official forms created by the agency holding the funds. Most claims must be submitted on county-specific claim forms. We can't just send out any old letter claiming there is money owed and hope to collect.

“Our forms” contain the agreement between ourselves and the claimant, and usually also include a power of attorney that allows us to claim the funds on their behalf.

We have to first obtain the official forms. Forms are obtained from the agency responsible for processing the claims.

The Standard Agreement.

In terms of our agreement, we use a standard agreement that is a "contingency fee agreement". Contingency fee is different than "finder's fee" agreement. The difference is that money finders have a big "bull’s-eye" on their back - we want to be something else.

We're claim processors; we work on a contingency fee basis, which means that if we don't recover funds, there is no fee.

Sure, it's a "fine line" kind of distinction, but it puts us in a more favorable light, and helps to keep us apart from the typical “money finders” out there. It’s best not to wear the "money finder" banner across your forehead.

Our "Other" Forms.
Typically, we will include a “limited power of attorney”. In some states the check can only be made payable to the claimant. In order for us to deal with that, we have to have the right to collect that check, to deposit it, and to disburse the funds. In order to do that, we use a power of attorney.

There are other situations where we may use something completely different - an assignment agreement. If we're purchasing someone's interest instead of collecting it for them, we may buy them out altogether - in that case, we'll use an assignment agreement. This is an advanced strategy.

We also have an “inheritance expectancy agreement”. It turns out many of these unclaimed funds result from someone passing on. In these cases, we'll be using this agreement. It transfers the claim to us so we can collect, and distribute the funds after a probate is completed.

Practice filling out the forms now…you don’t want to learn how to fill them out after you have a big “yes” from a claimant!

**The Take Aways . . .**

- There are typically two sets of docs: “Theirs,” and “Ours.”
- Claims usually have to be made using official forms.
- We avoid "finder fee" agreements and instead perform a claim processing service using a "contingency" agreement
- You must practice in advance!
Checklist

I’ve obtained the official claim forms from the agency I’m targeting: ______________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I’ve asked that agency what other specific forms or language is required for a third-party (us) collection of funds for someone else. Here’s what I found: ____________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

-I’ve reviewed and prepared my “contingency fee agreement” – I can crank it out in just a few minutes ___________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I’ve determined whether I need a limited power of attorney to collect funds for my chosen area: __________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If so, I’ve asked if any specific language must be in the power of attorney for me to use it for a claim: __________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I’ve reviewed, and understand, the other documents. _________________________________
__________________________________________________________________________
__________________________________________________________________________
CONTINGENCY FEE AGREEMENT

This Agreement is made by and between ______________________________, (herein referred to as CLIENT) and ________________________________________, (hereafter referred to as COMPANY).

1. RECITALS: This agreement is made with reference to the following facts and circumstances.

COMPANY is in the business of processing claims for funds it has located.

CLIENT is eligible to claim approximately $____________________.

2. PERFORMANCE:

COMPANY will advance all costs and perform all reasonable duties necessary to obtain the funds.

COMPANY agrees to provide all forms and documents required to process the claim.

CLIENT authorizes COMPANY to act as their exclusive agent to process a claim.

CLIENT agrees to sign and return all documents to COMPANY within three (3) days.

Upon receipt, COMPANY agrees to provide CLIENT with a written disclosure regarding the nature of the funds.

Both parties agree to cooperate fully with all reasonable requests from the other in performance of this Agreement.

3. COMPENSATION:

CLIENT and COMPANY agree that this Agreement is contingent upon CLIENT actually receiving CLIENT’S share of the funds. In the event the claim is not paid, all parties are released of their duties and obligations under this Agreement and CLIENT will have no obligation whatsoever to compensate COMPANY.

CLIENT and COMPANY agree to a _____% contingency fee.

Under no circumstances is CLIENT responsible for paying any of COMPANY’ expenses.
For clarification, COMPANY is ONLY entitled to _____% of the funds that are actually collected.

4. MISCELLANEOUS PROVISIONS:

Counterparts and Facsimile Transmission – This Agreement may be signed in counterparts. A signed copy of this Agreement received by fax shall be deemed an original.

Governing Law, Venue, and Relief – This Agreement shall be governed under the laws of the State of Washington. In the event a dispute arises by either party, the venue shall be in Pierce County, Washington. The prevailing party shall be entitled to reasonable attorney’s fees and other relief awarded by the Court.

Binding – This Agreement is binding upon all heirs, successors in interest, and assigns.

Dated this _____ day of _________________, 20____.

__________________________________________
Authorized Signature for Company
__________________________________________
Company Address
__________________________________________
Company Phone

Dated this _____ day of _________________, 20____.

__________________________________________
Claimant’s Signature
__________________________________________
Phone

__________________________________________
Print Claimant’s Name
__________________________________________
Fax

__________________________________________
Claimant’s Signature
__________________________________________
Address

__________________________________________
Print Claimant’s Name
__________________________________________
City     State     Zip

Please sign and fax this agreement to (123) 456-7890 as soon as possible. We will contact you immediately thereafter.
IMPORTANT – MAKE SURE YOUR POWER OF ATTORNEY IS SPECIFIC TO THE STATE YOU’RE WORKING!

Power of Attorney (Limited)

I, _______________________________________________, hereby appoint ______________________________________________________ as my true and lawful attorney for me and in my name and stead, and for my use and benefit to claim funds held for me by ___________________________________________________.

Giving and granting unto my said attorney in fact full authority and power to do and perform any and all other acts necessary or incident to the performance and execution of the powers herein expressly granted with power to do and perform all acts authorized hereby; as fully to all intents and purposes as the Grantor might or could do if personally present.

This Power of Attorney will cease twelve (12) months from date hereof.

Dated this _______ day of __________________________, 20______.

________________________________
Signed

State of _____________________ )
County of ____________________ )

I, the undersigned Notary Public in and for the State of ______________, hereby certify that on the _____ day of ______________________, 20______, personally appeared before me _________________________________________, to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Signed _____________________________

Notary Public in and for the State of ____________________
residing at _____________________________

My commission expires _____________________________
AGREEMENT AND IRREVOCABLE ASSIGNMENT OF INHERITANCE EXPECTANCY

THIS AGREEMENT, dated this _____ day of ___________________, 20____,
by and between _______________________________________________ ASSIGNOR
and heir to the estate of _________________________________________________,
DECEASED, __________________________________________________ ASSIGNEE,
is premised upon the following:

1. ASSIGNOR expects to receive an inheritance from the estate of deceased, who
died on the _____ day of ______________________, 20____.

2. ASSIGNOR desires to sell his/her total interest in the above described
inheritance expectancy and understands that the consideration paid to him/her
for that future interest is being substantially discounted in order to provide
immediate payment to ASSIGNOR.

3. ASSIGNOR understands he/she may be required to sign additional
documents in the future, and may be required to bring a legal action in
order for ASSIGNEE to obtain possession of the above interest.
ASSIGNOR agrees to cooperate in all such requirements, provided that
all expenses incurred shall be paid by ASSIGNEE.

Therefore, in consideration of payment from ASSIGNEE, the receipt and
sufficiency of which ASSIGNOR hereby acknowledges, ASSIGNOR hereby
irrevocably assigns all right, title and interest in the above interest to
ASSIGNEE.

ASSIGNEE warrants that he/she has the absolute right to enter into this
agreement, has good title to said interest, and has not and will not sell or
encumber any right to said interest, nor take any action to impede ASSIGNEE’s
ability to realize payment of the full amount of the expectancy.

In the event either party is required to seek legal assistance to enforce
this agreement, the prevailing party shall be awarded reasonable attorney’s
fees and costs.

DATED this ____ day of ____________________, 20____.

________________________  __________________________
ASSIGNOR                  ASSIGNEE
State of ______________________ )

________________________ : ss.

County of ____________________ )

I, the undersigned Notary Public in and for the State of ______________, hereby certify that on the _____ day of __________________, 20____, personally appeared before me _______________________________________, to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Signed _____________________________

Notary Public in and for the State of _____________________________

residing at _____________________________

My commission expires _____________________________
ASSIGNMENT OF RIGHTS TO CLAIM EXCESS PROCEEDS

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, __________________________________________________________, ASSIGNOR, hereby assigns to ______________________________________________________, ASSIGNEE, all rights, title and interest to _____% of the proceeds to which ASSIGNOR is entitled.

These funds are the result of real property sold at the _______________________ County _________, THE COUNTY, public tax sale on the ____ day of ______________________, 20___, described as follows: Parcel No. __________________________. ASSIGNOR understands the approximate amount of the funds is: $_____________________.

ASSIGNOR declares the following to be true and correct with respect to this assignment of rights to claim excess proceeds to ASSIGNEE and will hold harmless, protect, indemnify THE COUNTY from all claims which may arise from this assignment.

ASSIGNOR herein names ASSIGNEE, for the purpose of processing this claim (submitting the claim, resolving any issues, receiving and cashing the check(s), disbursing checks to the appropriate parties, etc.) as his/her/its Attorney-in-Fact.

This assignment is binding on all heirs, successors in interest, and assigns. ASSIGNOR declares under penalty of perjury and under the laws of the __________________________ that the foregoing is true and correct to the best of my knowledge

Dated this _____ day of ______________________, 20____.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Phone

________________________________________
Address

________________________________________
City State Zip

________________________________________
State of ____________________________

________________________________________
County of ___________________________

I, the undersigned Notary Public in and for the State of __________________________, hereby certify that on the _____ day of ______________________, 20____, personally appeared before me ______________________________________, to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Signed _____________________________
Notary Public in and for the State of __________________________

residing at ___________________________

My commission expires ___________________________
STEP 7: INSTANT CREDIBILITY

I Don't Believe You!

It's everyone's initial reaction.

A lot of people don’t believe you right off the bat; get used to it! But there are things you can do to show them the light.

Go Away

At first, few people will be happy to hear from you! They won't want to learn what you have to say, and they will want nothing more than for you to go away.

They will think it's a scam. They've seen scams like this a hundred times before, and they know if it sounds too good to be true, it probably is.

Okay, Prove It

BUT, everyone WANTS to believe it's true.

There's a tiny piece of them, at the back of their mind at least, which hopes this might be real - all they want is a sign (any sign) of proof to hang on to.

Where's Your Proof?

YOU are your proof. Your credibility allows them to stay connected.
Credibility is the one thing that makes or breaks the deal.

The Credibility Test

There's a credibility test they're going to be putting you through. You need to pass that test with flying colors. And if you don't pass that test, you need to fix whatever is wrong.

Checklist

- Are you a real business? Do you sound and act and look and feel like you're a real business?

- Are you licensed by the state? If you're not and they expect you to be, there's a problem.

- Are you a member of the BBB? Work towards accomplishing that.

- Are you listed in the yellow pages? If you're not there, this can bolster the "this can't be true" thought.

- When you send them a letter, does it look professional? Is it something a business would send?

- Do you have a real email address? If you have a hotmail account, it's not going to work. That only tells them you're not a real business and you need to do whatever we can to get beyond that. They're looking for anything that will allow them to say "I'm not interested."

Do you have a website they can go and check you out at? If you don't, you need to get one.

Do you have references from past clients? This is what we're striving toward.

Big Four Questions . . .

1. Who are you?

They're going to go check.
2. **Are you for real?**

Their checking will confirm whether you're someone who's for real.

3. **What does it cost?**

They're concerned that like all scams, this one will cost them something, and they need to confirm in their own minds that it won't cost them anything upfront.

4. **Can I trust you?**

The conclusion they reach from the above needs to be that they can trust you. If you've given them any reason not to trust you, the deal won't happen.

You should strive to get all these pieces in place as soon as you can. But don't get bogged down with the ones you can't get done now.

Even if you can't get ANY of them done right now, you can proceed. Just remember that you'll improve your chances on every claim, the more you can put in place.

---

**The Take Aways . . .**

- No one will believe you at first.
- They won't want to talk to you.
- Everyone thinks it's a scam.
- They might require proof just to hear you out.
- You must provide proof - they will put you to the test. You'll have to have all the pieces in place, and answer all their questions.
- It will be easier for us to do business if we're set up looking like a business.
Checklist

We aim to have all this set up for maximum effectiveness:

- Real Email Address set up – no Yahoo, Gmail, Hotmail, etc.

- Real business address: No PO Box – Street address!

- Set up a “real” phone number: Found in White/Yellow Pages, 411, etc:

- Set up credible website:

- Local/State Business License:

- Professional letterhead for mailings:

- Member of BBB (may have to wait 12 months)

- Past Client References:

- Google your name. If you got too crazy on Facebook, MySpace, etc: take it down! If there is anything else unfavorable, look at minimizing.
STEP 8: THE HUNT

Skip Tracing 101

There's no real mystery to skip tracing. It's more about hard work, and putting in time, than anything else. There are no "secret" sources anymore... the internet changed all of that.

Building The Jacket

We’ll try to build a “jacket”, which is simply a collection of an individual claimant’s information, all collected into one central file.

Any little piece of info that could help us find the claimant might be key, so we keep the “jacket” updated with any shred of information that might help us.

One thing often leads to another, and the ability to have all information right in front of us where we can just bounce from here to there, is critical in our searching.

Friends And Family

Skiptracing is more about finding people who know people than finding the actual person we’re looking for. Most people we locate come from talking to people who know them.

So when we're looking for someone, it might be easier to find a family member or friend, and connect that way. Enemies should not be overlooked - sometimes that enemy knows exactly where the person we're looking for is.

PAID SEARCHES- Accurint, Net Detective, Intelius, Merlin Data, all quick and easy - but they cost money.
FREE SEARCHES- Google, Obituary sites, Ancestry sites, and Classmate sites. Also, Myspace, Facebook, Twitter. White pages, Yellow Pages, Reverse Directories. Anywho, Yahoo People Search, Searchbug, Dogpile. Don’t overlook the power of these social sites to find people.

Online government agencies can be a great resource.

These include online searches at DMV, State Voter Registration, Professional Licensing, Vital Records (Death Certificates)...imagine how vital any of these are when we are looking for someone. The court system is also online. County Recorder's Office, Assessor, and Treasurer. State Corp Division, State Business Licensing, Department of Revenue, Death Index, Prison Inmate Locator.

You MUST be tenacious. You simply park your butt in the seat, and you go to work until you hit something. Sometimes it takes two minutes, sometimes it takes 3 hours, but you must be tenacious. You must be willing to make call after call to locate the claimant.

You also must be willing to take a bit of abuse! Sometimes, people don't want to talk to you. We leave a LOT of messages. More on that later.

✓ You must leave no stone unturned . . . and there are a lot of stones.

✓ Keep calling until you find someone who knows someone who knows someone who knows the guy you're looking for.
Checklist

Utilize Google and other free internet resources to search claimant.

Checked Myspace, Facebook, other social networking sites ____________________________

Sign up for paid search site (Accurint, Merlin) ______________________________________

Contact info for claimant (name, address, phone number) ____________________________
______________________________________________________________________________

Contact info for relatives and friends of claimant (names, address, phone numbers)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Updated list with info? __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
**STEP 9: THE SHOULDER TAP**

**Cross Them Off Your List**

We want to think in terms of tapping people on the shoulder, and tracking those who we've tapped and those who we haven't.

We want to be able to cross off our list, anyone claimants we've talked to.

If it's a “no”, they're gone; if they give us a “maybe” we schedule them for later.

Otherwise, we’re always trying to find them and give them a “shoulder tap”.

**When to Quit**

You don't quit working the claim until the claimant has been tapped!

You work that claim as long and as hard as you have to until you can make that "tap" happen.

**The Letter**

There are 3 types of approaches we use. Let's start with the letter.

Everyone gets a letter. The minute our data entry person puts a person's info in, we send a letter out instantly. It does a couple of things.

First, we blanket everyone - we know no one has fallen through the cracks, completely untouched. Some letters bounce back, and let us know people have moved on, and gives us a clue as to who's there, who isn't there, and if we're lucky, a forwarding address.
Now if you've got a "big claim"- you decide what a big claim is for you - we're going to send that letter by FedEx. Fed Ex arriving at their door makes it a big deal. They recognize no one spends $20 on a FedEx letter if it's not legitimate. If you want to have big success early, use this method.

Also, it's important to understand that if your approach is simply limited to letters, it's very ineffective. A small number of people respond. It's still profitable, but you can do a whole lot better.

**The Telephone**

The phone is by far the most effective way to make deals happen. The time you spend on the phone talking to people is the thing that matters most. If you can spend all your time doing that, success is virtually guaranteed.

Learn to leave good voice mails-- by and large, most people don't answer, and if you don’t have the perfect voicemail, they won't call back.

**The Door Knock**

If you're good at talking to people and knocking on doors, for any big deal, run out and talk to them. When you do, you have to look good - it's all about appearance in person. And, have all the paperwork ready to go in case they're ready to go on the spot.

When deals are about to expire, even for little claims, drive out and knock for claims close by. The close expiration is enough to make people want to deal.

Sometimes letters come back, and the phone number (if you have one) doesn't work. If there's no other way, go knock on doors. It's not difficult to do!

**The Take Aways . . .**

- We want to be able to cross claimants we’ve talked to off our list.
- You don't quit working the claim until the claimant has been tapped!
✓ Everyone gets a letter.

✓ Learn to leave good voice mails—by and large, most people don't answer, and if you don’t have the perfect voicemail, they won't call back.

✓ When deals are about to expire, even for little claims, drive out and knock for claims close by.
Checklist

Prepare letter for all contacts: ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Letters sent to all contacts? ____________________________________________

List updated with all new actions? _______________________________________

Prepare good voicemail script for calling campaign: _________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

- Call contacts on list- notes: ___________________________________________
Pruned bad contacts/numbers once you’ve called? ________________________________
Entered all good information into list? _______________________________________ 
Visit addresses for big claims, close claims, or those about to expire- notes: ____________

_________________________________________________________________________
Step 9 Resources

Sample Marketing Letter:

Abandoned Property, LLC
P. O. Box 12345
Anytown, US 01234

John Smith
123 Main
Redmond, WA 98001

November 5, 2010

Dear John,

My firm, Abandoned Property.org has located lost, unclaimed, or abandoned funds we believe belong to you.

Records show that in just 29 days the ownership of these funds will be transferred to the agency holding them, at which time the funds will no longer be yours to claim.

The exact approximate amount of these funds is $34,598.02 and $53,596.74, (it relates to the Tom Jones matter) and we can assist you in claiming the fund before time runs out.

- We do ALL the work needed to apply for the funds
- There are absolutely NO up-front fees, ever
- We ONLY receive a finder’s fee if and when you’re paid
- You DON’T owe us ANYTHING if funds are not collected

Please call me (123) 456-7890 (my private cell phone) to discuss.

I’m available 24/7 (voicemail after hours) and can be depended upon to provide you with fast, friendly, and dependable service.

Sincerely,

Mary Jones, President
Abandoned Properties, Inc.

P. S. I have plenty to fill you in on, so please call the minute you read this.
STEP 10: MAGIC WORDS

Telephone Scripts

THE INTRO - The purpose of the intro is to introduce our concept, our story to the person answer the phone. Here's how we do it.

“Hi John, you don't know me, but I've spent the last x days trying to find you. Did you by any chance used to live at 123 Main St, in Anytown, US in, like, maybe the late nineties?”

THE HOOK - If you don't hook that guy, he's going to go away quickly. He needs to be able to connect with us, or our story.

“John, I audit public records and search for unclaimed funds held by government agencies and owed to private individuals. I've located what I believe are funds belonging to you.”

THE SQUEEZE - Don't read anything "scammy" into the squeeze. You have to squeeze in order to compel them to take action. Some people can't get out of their own way. When appropriate, we apply pressure to get people to move. We do that with the squeeze.

“John, it's important these funds are recovered quickly so there's no possibility they'll end up going to the government. The way it works is, if you don't claim them in time, they get to keep the funds for themselves and we don't want to see that happen.”

THE PITCH - We have to get them moving forward and agreeing to sign up with us.

“My firm specializes in recovering these types of claims. We're only paid if and when we're successful. There are never any out-
of-pocket costs to you and we'll split whatever is recovered 60/40, with you keeping the lion's share.”

**THE CLOSE** - We need to ask for the sale. If they're unwilling to say yes, we have to push them to say no.

“I'd like to see your claim filed in the next 24 hours just to be sure we're on the safe side. What's a good time to get our notary out to your place so we can get started?”

There is nothing sinister about this.

This is simply how we need to move people along so that they'll feel comfortable about responding and removing forward. Otherwise, they'll think it's a scam and we're never going to do any business.

Yes, we apply pressure, but we don't do anything deceptive. If we can't move forward, business will never happen.

### Handling Objections

Who are you?

“My firm is called {Name} from Anytown, US, and we're experts in the unclaimed funds recovery business. You can learn more about us online at www.abandonedproperty.org, or I'd be happy to answer any other questions about us.”

### Tell Me More!

These are the kind of questions that get newbies into trouble.

Understand; if you tell them anymore, they WON'T NEED YOU!

They want to know where the money is, who's holding it, how they can get it, and we can't tell them. We have to force them to sign up with us, or we just simply won't tell them anything.
The moment we disclose anything, that's when our services are worth **NOTHING**. That means we **CANNOT** say a word about where the funds are located or how we'll obtain them.

So when they ask any of the "tell me more" questions, we respond with "I'd love to tell you, but I can't. Since we don't charge an upfront fee, I can't disclose the exact nature or location of the funds until we have a signed collection agreement with you. I'm sure you can understand why we'd both want certain guarantees before moving forward."

Rather than making it be about us, make it about them. Make it about "we're not charging you an upfront fee."

**Curiosity is Killing Me**

People won't call you back if you leave a message stating the exact nature of your business. They will either think it's a scam, or if you're very vague, that you're a bill collector.

Here's an effective curiosity voicemail.

"Hi John. You don't know me but I've spent the last X days trying to find you. I can't say what this is about on an answering machine, but I can tell you it's really good news and you should call me the minute you hear this message. My number is (123) 456-789 ... ask for Joe."

That's a very non threatening message, but they've got to be dying to know what it's about. "You don't know me" is an important term... as well as "I can't tell you about this on an answering machine". Both create intrigue!

**The Take Aways . . .**

- Practice telephone scripts – then once you know what you’re trying to accomplish, and have some of the “magic words” figured out, try to make the scripts your own words.
- Learn to handle objections.
✓ Learn to leave great voicemail messages.

✓ It's important you get really good at this step.

✓ Learn the scripts well, and then they become tools that you can deploy whenever you need to.
Checklist

Compose telephone script Intro _______________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Compose telephone script Hook _______________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Compose telephone script Squeeze ____________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Compose telephone script Pitch ______________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Compose telephone script Close ______________________________________________
_________________________________________________________________________
Make plan for handling objections

Make plan for responding to requests for more information

Practice scripts. Notes/ideas:
STEP 11: CLAIMS CITY, USA

The Sign Up Process

Discover what's needed.

We need to know in advance what an agency needs, so we can have everything ready to go when we submit the claim. We also use a checklist so we can be assured we're not forgetting anything. We will check off items everything is there.

Sometimes claimants are HARD to track down. When we do find them, sometimes, we only get ONE shot at them. If we leave a piece of the puzzle missing, we may not be able to find them again... we have to be certain we get everything we need the FIRST time.

Staging the Paperwork

It doesn't make sense to hand someone the paperwork and let them review it all, and then decide whether or not to sign - if we do that, we're handing them the claim forms!

IMPORTANT:  We must get things done in the proper order.

First, our contingency agreement. Once it's signed, then it makes more sense - we can show them the claim forms, without being concerned they will try to go around us and collect. Always get the signed agreement before showing them the claim forms!

Going Mobile

Most of our signups happen with mobile notaries.
Almost all deals need a notary, and as long as we give them good instructions, they can meet with the client, present the paperwork exactly as described, and we don't even need to leave the house.

Notaries have to have a digital camera- we need a photo of the person, and the person's driver's license. They need to be able to Fed Ex us our documents, and they need to have email. We hire notaries from 123notary.com.

We also have a mobile notary agreement. It describes exactly what we expect of them.

They can also do related services. If we don't have a lot of time, they can walk the documents to the agency and hand it to the person it needs to go to.

Use attorneys when needed!!

To find a competent one, check completed claims to find attorneys with previous experience.

DON'T ATTEMPT TO BE YOUR OWN ATTORNEY- professional help is simply a cost of doing business.

Submit the claim by at least two methods: fax or email and always regular mail/FedEx. We're also sending the original by certified mail, with a return receipt requested. Ask for immediate confirmation of receipt, and additional information requirements.

We are always, always, always involved until that claim is actually paid.

We want to confirm that the claim has actually been submitted to whoever is supposed to be reviewing it, and that it IS under review. We want to make sure there are no issues. If there are, we want to be able to deal with them.
We also ask for an estimated date for payment, and inquire right away if the date isn't met.

**Disbursing the Funds**

When we get a check from the agency, we can't cut the check immediately to the client. We're concerned that there may be issues that are unresolved and the agency may even ask for the money back. We want to wait 30 days.

So, advise the client when the check has been received, and advise when funds will be disbursed (after 30 days).

Next, prepare a Disbursement Report, which describes all the expenses incurred, which very neatly lays out who gets what.

Then, send the check and the report on the day it’s supposed to go out, via FedEx, and if the client has an email address, we'll send the tracking number.

**Following Up**

We want to confirm the client has received the check. Use the phone, and listen to see what they have to say. Sometimes, they expected more, and you want to be able to address that on the phone. 9 times out of 10, they are overjoyed.

Send a Customer Satisfaction Survey with their check. It is good to have this in writing - great for references. If they don't send it back to you, send another one and offer a $25 bonus check if they'll return the survey. It's great to have this in their file.

**The Take Aways . . .**

*Every piece of this lesson is critical.* Go through it, and learn it backwards and forwards.

- ✔ Signing up is a process where the paperwork must be staged.
- ✔ We use mobile notaries for signings, and other things.
✓ We do not try to be our own attorney!

✓ Get confirmation from the agency when your claim is submitted- something in writing that locks in a date. If we're up against a deadline, we need something in writing saying they've received our claim.

✓ We need to ride shotgun to make sure any problems are handled without delay.

✓ Disburse funds on time, as agreed.

✓ Follow up and get confirmation that the customer is satisfied.

✓ Claim processing is a big deal for us- you must get this part right! Once you've done one or two, it becomes simplified, but in the meantime - USE checklists! When the checks come in, get them paid out on the exact day promised, and you're golden.
Checklist

What agency will you be dealing with? ____________________________________________

What will they need in terms of forms, etc.? _______________________________________

Create checklist for all items you’ll need. __________________________________________

What attorney will you use for claims? ____________________________________________

Which mobile notary in claimant’s area will be used? ________________________________

Mobile notary agreement prepared? _______________________________________________

Notary familiarized with checklist/procedure? ________________________________________

Contingency agreement signed FIRST? ____________________________________________

Claim forms signed? __________________________________________________________________

Forms overnighted back to you? ___________________________________________________

Double checked checklist once package received to ensure all items are covered? _______

Faxed claim to agency? __________________________________________________________________

Mailed claim to agency? __________________________________________________________________

E-mailed claim to agency? __________________________________________________________

Called and received estimated date of payment from agency? __________________________

Checked status of claim during waiting period? ______________________________________

Deposited check immediately when received? _________________________________________

Prepared Disbursement Report? _____________________________________________________

Advised claimant that funds have been received? ______________________________________

Disbursed funds to claimant on time via FedEx? ______________________________________

Sent tracking number to claimant? _________________________________________________

Notes: __________________________________________________________________________

________________________________________________________________________________
MOBILE NOTARY AGREEMENT

THIS AGREEMENT is entered into this _____ day of ______________________, 20____, by and between ________________________________, hereinafter referred to as Notary and ________________________________, hereinafter referred to as Company.

WHEREAS, Company is hiring Notary for the limited purposes and under the terms and conditions set forth below, and

WHEREAS, Notary acknowledges that the failure to timely and fully complete the duties under the terms and conditions set forth herein will result in Company incurring financial loss,

THEREFORE, it is agreed as follows:

SIGNING: Notary will travel to the below listed site(s) and make Notary’s very best effort to obtain the required signatures of the following party(s):

<table>
<thead>
<tr>
<th>Signor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone(s)</td>
<td></td>
</tr>
<tr>
<td>Date and Time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone(s)</td>
<td></td>
</tr>
</tbody>
</table>
Date and Time

_________________________________________

Other Signor(s) see back page

DOCUMENTS: The following documents are included (only if checked) and are required to be either signed and/or signed and notarized:

**STANDARD DOCUMENTS:**

- [ ] Contingency Agreement
- [ ] Assignment of Rights
- [ ] Application to Claim Funds
- [ ] W-9
- [ ] Inheritance Expectancy Agreement
- [ ] Power of Attorney

**MISCELLANEOUS DOCUMENTS:**

_________________________________________

_________________________________________

_________________________________________

Notary shall obtain signatures of the above described party(s) as required and immediately return all documents, signed and properly notarized (where a notarized signature is required), to Company by overnight mail. A prepaid FEDEX label is enclosed for your use.

REQUIRED EQUIPMENT: Notary shall carry the appropriate tools to perform all duties required by this agreement, specifically his or her notary seal, and also including a cell phone and a digital camera.

APPOINTMENT SETTING: Notary shall advise Company of the time and place signing is scheduled to take place so Company can arrange to be available by phone should Notary need to make contact with Company.

IF SIGNOR WILL NOT SIGN: In the event any Signor indicates for any reason that he or she will not sign or initial some or all of the documents, Notary shall immediately call the Company and allow the Company and Signor to confer. Under no circumstance shall Notary leave the documents with Signor unless specifically directed to do so by Company.

ADVICE OR OPINION: Notary shall not provide any advice or opinions regarding these documents, or their legal effect, or discuss the contents with the persons signing the same. Notary should simply inform the persons that Notary has no specific knowledge or training and is simply hired to notarize signatures.
PROOF OF IDENTITY: Notary shall obtain either a legible copy or a digital photograph of all Signor’s driver’s license(s) and a digital photograph of each Signor.

OTHER DUTIES: Duties are not specifically mentioned herein may from time to time be requested by Company, the cost of which shall be agreed to prior to performance, and Notary agrees to perform said other duties to the best or his or her efforts.

INABILITY TO FULLY PERFORM: In the event Notary is unable to fully perform the foregoing duties, Notary shall immediately return all documents and any other items provided by Company.

PAYMENT TO NOTARY: Notary shall provide Company with an invoice, due and payable upon receipt of all documents and any other required items mentioned herein. No payment shall be due nor issued without said invoice. If filled in, send payment via PayPal to: _______________________________.

AGREED COMPENSATION: Notary will be paid for services as follows:

   a. Notary fee and up to one-hour on-site time: $_______________

   Mileage in excess of 25 miles round trip, per mile: $_______________

   Approved excess site time, per 15 minute period: $_______________

   Expenses to be reimbursed to Notary (none if not specified herein): $_______________

DATED this ____ day of _________________, 20____.

Notary’s Signature ___________________________________________ Company’s Signature ___________________________________________

Printed Name ___________________________________________ Printed Name ___________________________________________

Business Name ___________________________________________ Company ___________________________________________

Address: ___________________________________________ Address: ___________________________________________

City/State/Zip ___________________________________________ City/State/Zip ___________________________________________

Phone ___________________________________________ Phone ___________________________________________

Fax ___________________________________________ Fax ___________________________________________

Email Address ___________________________________________ Email Address ___________________________________________
SPECIAL PROVISION NOTICE!

☐ If checked, this is a "sign and go" signing and Notary SHALL NOT contact Company in Signor's presence if Signor is unwilling to sign. Instead, Notary shall advise Signor that Notary is not able to make contact with Company and that Signor can either sign on the spot as agreed or Notary will have no other option but to leave, taking both the docs and the funds Signor would have received upon Signor’s signing.

DO NOT LEAVE DOCUMENTS WITH SIGNOR!
Dear ______________________,

Enclosed please find the application from _____________________________ to claim HIS/HER overage funds from the _______________________ County, 20_____ tax foreclosure sale.

I have sent the application by certified mail, return receipt requested, as well. Please be on the lookout for it.

Kindly confirm receipt the email and application by replying to the email at your earliest convenience. We'd like to be certain it’s been received in a timely manner.

If you have any questions, please do not hesitate to call or email.

Thank you.

Tom Jones, Claims Manager
Abandoned Property, LLC
DISBURSEMENTS WORKSHEET
(Internal)

Claim Information:

Client(s) ____________________________  File No. ______________
County ____________________________  State ___  Amount $___________
Estimated Date of Disbursement  ______________________________________

Interests:

Client % __________
Company % __________
JV #1 ____________________________  % __________
JV #2 ____________________________  % __________

Company Expenses:

___________________________________________________________________  $___________
___________________________________________________________________  $___________
___________________________________________________________________  $___________
Total Company Expenses  $___________

JV Expenses:

___________________________________________________________________  $___________
___________________________________________________________________  $___________
___________________________________________________________________  $___________
Total JV Expenses  $___________

Disbursement Calculation (initial where indicated):

_____  _____  Claim Amount  $___________
_____  _____  Less Our Expenses (see above)  $___________
_____  _____  Less JV Expenses (see above)  $___________
<table>
<thead>
<tr>
<th>Net Amount to be Disbursed</th>
<th>$__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (Net Amt x ____%)</td>
<td>$__________</td>
</tr>
<tr>
<td>Us (Net Amt x ____%)</td>
<td>$__________</td>
</tr>
<tr>
<td>JV #1 (Net Amt x ____%)</td>
<td>$__________</td>
</tr>
<tr>
<td>JV #2 (Net Amt x ____%)</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**Send Check to (insert address):**

Client

________________________________________

________________________________________

JV #1

________________________________________

________________________________________

JV #2

________________________________________

________________________________________

**Confirmation:**

I accept and approve the disbursements as described above.

JV #1 Signature  _______________________  Date ______________

JV #2 Signature  _______________________  Date ______________

Our Signature   _______________________  Date ______________
# Disbursements Worksheet

**Client**

## Claim Information:
- **Client(s):** ____________________________
- **File No.:** ___________
- **County:** ____________________________ **State:** _____
- **Amount:** $__________
- **Estimated Date of Disbursement:** ____________________________

## Interests:
- **Client:** % _________
- **Company:** % _________

## Company Expenses:
- __________________________________________ ___________
- __________________________________________ ___________
- __________________________________________ ___________
  - **Total Company Expenses:** $__________

## Disbursement Calculation (initial where indicated):
- **Claim Amount:** $__________
- **Net Amount to be Disbursed:** $__________
- **Client (Net Amt x ____%):** $__________
- **Company (Net Amt x ____%):** $__________

## Send Check to (insert address):
- **Client:** __________________________________________

## Confirmation:
I accept and approve the disbursements as described above.

**Manager Sig.** ____________________________ **Date:** ____________

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**STEP 12: Ready, FIRE! Aim**

Today's focus: we're going to talk about creating your "action plan": why you must identify the holes, and plug them - and how to attack the roadblocks.

We're also going to talk about getting good enough, why committing is important, and how to pull the trigger when it's time to pull the trigger.

Create your action plan.

We've given you 12 steps. Step 13?

Yours.

You need to decide what to do now to move this thing forward. There are certain steps you know you have to take in order to make this dream of becoming a "found money pro" a reality.

It's a good idea to write this stuff down, and get a plan on paper. Pick completion dates for any steps you've lined up, and commit to sticking to those dates. A plan doesn't exist in your head; it doesn't become reality until it's written down on paper.

Identify the Holes

I don't care how good you are - every plan has holes, and so will yours. It's not really that difficult to look at that, figure out where those holes are, and decide how to fix them!

When you do decide, write that down as well. You want an action plan, and you want to break it down so you can see where the problems are, figure out how to fix them, and then simply get them fixed.

Plugging the Holes
You've identified the holes... it's time to do something about them. If you think about it, you probably already know how to fix them- so just do it! It doesn't make sense to spend a lot of time on holes that aren't really problems, so pick the important ones first and go get them done.

We like to list them, and then scratch them off one at a time, and then move on to the next until I end up with a pretty solid plan.

If you don't have a specific thing in place that you know you must have, that's a hole that needs to be plugged. It could be statutes, it could be relating to public access records requesting. Whatever it is, identify it, and go get it so it's no longer an issue.

You just decide what needs to be done, and you go to it.

Roadblocks are a little different than holes. But again, every plan has obstacles and roadblocks, and so will yours. What you need to do is figure out how to go over them, or around them, or through them, or under them - whatever it takes to get beyond them. They will stop you, if you let them stop you.

So what's a roadblock?

You don’t have access to a paid skiptracing site, for example. You need to set an action plan to contact some search sites, and see what they require. Then set about getting those requirements met.

Remember, perfection doesn't exist.

You'll never be perfect at this, and you don't need to be. You'll never know everything there is to know about this business - you'll be learning something new every day. And you don't need to know everything simply to get started- you're already good enough at this thing!
You already know 90% more than most people who ever started this business! Most people learn just by going out there and doing it - you're already so far ahead of most people that start out.

It's time for you to move forward.

Commit.

It's time to commit.

Decide to become a "found money pro" right now. Just toss out all those fears and anxieties and doubts, and pretend they don't exist.

Deal number one is out there - it's gonna get done, if you commit to getting it done. Go out and get deal number one, no matter what.

Pull the Trigger

It doesn't matter if you think you're ready or not - now is the time to take action. Get your list together, get it organized, and pull the trigger - let's go get some claims signed up.

The only issue is, if you don't get started, nothing can help you. Starting is 100% your responsibility. If you're willing to do that, we're willing to practically guarantee you will succeed at these - we've never met anyone who hasn't, who was willing to take the first step.

The Take Aways . . .

✓ - Get action plan together
✓ - Identify holes, how to fix them, and go ahead and do that.
✓ - There will be roadblocks- find the ways to make it work.
✓ - Accept you'll never be perfect and “good enough” is good enough.
- Most importantly: get started today.

Take what you've learned in the last two weeks. Digest it, put a plan in writing down on paper, do whatever you need to do to move yourself forward. There are claims waiting to be had, and you simply need to go through the steps, get all your ducks in a row, and go do some business.

A good claim pays five figures easily - and they're out there waiting to be had. It's simply a matter of going out there, and getting things done.
Checklist

Here, create your action plan: identify “holes” and roadblocks, and determine how to overcome them.

Gaps in knowledge I must fill in: _______________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Potential roadblocks that must be addressed: __________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Possible solutions to roadblocks listed above: _________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________