

Brenda Stone

Freelance Contractor - Independent Field Rep - Inspections - Remote Notary Closing Agent

Mortgage and Commercial Loan Services :: Title Company Services :: Litigation Support :: Courthouse Filings

Phone 877-829-8395 :: Cell 979-739-2690 :: 877-548-2536



Texas Field Service Rep / Inspector

**Hello from the "Heart of Texas!"** I cover the county which is home to Texas A&M University - that's the area known as **Bryan & College Station, Texas (Brazos County)**.

**My name is Brenda Stone** and I am a **full-time** totally **self-employed** person. Let me prove a point that I am the kind of person you will want to work with. Here's why: *I am the sole support of myself so I depend on my business to support me.* I have talked to others who want to "be their own boss" like I am, but then they found out it was WORK and it is too difficult.

Obviously, if I support myself like this, I don't have that part-time work-at-home mom mentality. I just wanted to clear that up with you so you would not hesitate to call me. I am a top notch field inspector and do the very best job I can to get all the information required, plus just a little more.

In my attached package you'll find references, experience, W9, and my testimony that I actually do know how to read a compass and a map to get my pictures and reports completed and labeled correctly, then turned around fast.

Inspection Assignment Work Sample



**Health & Commercial Leased Office**



**Storage Facilities**

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## Inspection Assignment Work Sample



**Mechanical Room & Roof**



**Commercial and Retail Leased Asset**



**Lender Required Repairs / RUSH**



**Small Commercial Business Loans  
Hospitality Property**



**Commercial Multi-family Inspection**

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## Soliciting Contract Inspections / Field Assignments for Bryan / College Station (Brazos County, Texas)

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**Re: Contractor Solicits for Assignments / Inspections in Bryan  
& College Station, Texas - Brazos County, Texas (and  
surrounding area)**

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Please find a sample of my work and my business information under cover of this letter of solicitation.

If you contract the services of unlicensed inspectors on commercial loan assets, please consider my experience of two years in this field. I am a committed self-employed worker and I treat my business and its clients with the utmost respect. This is not part-time for me so I am not of a "part-time" or "work at home" mentality.

I am also interested in other assignments which you may have need to fill in this area. Unfortunately, I have not been able to attend HUD PASS training yet, but this will be my next goal for furthering my ability to earn.

If you need additional information from me before you can process me into your system, please advise. I have enclosed a copy of my W9 with my TIN# of 20-2398386.

Thank you for your consideration of this request.

Sincerely,



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877-829-8395 PH

877-548-2536 FAX

[www.TexNotary.com](http://www.TexNotary.com)

4303 PATE ROAD #2A

[agent@TexNotary.com](mailto:agent@TexNotary.com)

COLLEGE STATION, TEXAS 77845

**Serving Bryan & College Station, Texas - Zip codes covered are included**

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### Overview of Commitment and Philosophy

You can count on dependability, punctuality, and results when I do your assignments. I have been doing inspections for two years and have built the business up so that I am beginning to put more focus on this type of work. Rest assured I will be the field service inspection representative you desire as your on site contact. You will not be disappointed in my work. I will provide the the best image, and the best interface possible to connect you, your client, and the site's property manager during the verification or inspection process.

#### **My field service business is necessary.**

Experienced field service inspector  
My business is full-time - I am Self-employed  
I call back or email my client within the next hour  
*(This business pays my bills, so  
I take care of my business.)*

#### **Every assignment is valuable.**

Connected and very communicative  
Professional & courteous to clients and site contacts  
Dress appropriately, have tools for the job.  
New tools will be acquired as needed.

#### **Maps, math, and directions**

Carry and utilize a compass/ know directions  
Accurate measurements  
Reconciling units in report to units on rent roll  
Understand Sq. ft. / figuring rental prices  
Comps will be prepared for matching comparisons

#### **My performance is my reputation.**

Understand commitment  
Well-maintained car  
Well-maintained equipment  
I enjoy and value my self-employment.  
My clients pay my bills...and, I appreciate that!

#### **The Inspector's Report**

Proper grammar usage  
Proper spelling  
Comprehensively written narratives  
Is completed on time, or you'll know why not.  
Gives good comparables  
My market data comes from credible, citable sources

#### **Produce the results, not excuses.**

Read assignment instructions - detailed oriented  
Respect my clients  
Compliant with accepted assignments  
Deadlines honored  
Rent rolls collected  
Correct number inspected  
Extra pictures  
Inspector mistakes will be claimed and corrected  
My work is always guaranteed.

**Thank you for the opportunity to tell you about my business.**

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## Industry Experience and Other Facts

### Personal Career Focus

**Freelance contractor serving the mortgage, title, legal, insurance and property transaction sectors.**

#### Freelance Contractor - Overview of Career Objectives and Current Projects

#1 Objective: continued successful self-employment as an independent field services and remote closing services vendor. #2. Continuing to provide excellent services to standing clients in performance of services to the mortgage, legal, title and insurance related industries #3. Developing/implementing marketing strategy for acquiring new clients, contracts, skills and opportunities which compliment current client base and assignment schedule. #4 Continue developing marketing techniques and internet search engine skills web publisher content and commissions from website sales #5 Article and newsletter publishing on topics relative to self-employment and specifically to lender services spin-off #6 Coaching / consulting with newcomers to industry for writing a business plan, writing a marketing plan, and implementing strong start-up for business similar to this one. #7. Ebay and Amazon hobbist

### Computer and Technical Skills

**Proficient**- MS-Excell, MS-Word, MS-Access, MS-Powerpoint, MS-Publisher, MS-Frontpage  
**Proficient** - Utilizing the internet to upload forms to/from Pocket PC, hardware installation, upload/download form submissions and digital images  
**Proficient** - Research utilizing internet sources, qualifying sources. Software for research projects: Os-mosis.

**Adequate** -HTML Coding, Perl Programming, CGI Programing, Network Administration (*adequate for my purposes*)

### Previous Employment Overview & References

**Legal transcriptionist / Legal Secretary:** Judge Garvin H. Germany and Judge James A. Blackstock 979-849-5711 - I was a legal secretary and/or contractor when I was employed by these gentlemen. 1989-1996

**Mortgage Processor:** Burnet Savings & Loan - Call Barney Baker 512-793-2811 1981-1984

**Economic Development: Office Manager** - Researcher - Brazoria County Partnership - Natalie McIntyre - 979-297-9899 1984-1988 & 1996-1998

### Additional Services

Courthouse filings, Verification Photos, data mining for leads Records Research, Records Retrieval, Light abstracting Narrative, content writing, fact books-all projects considered

### Contact Information

**agent@texnotary.com - www.texnotary.com**  
**4303 Pate Road #2a, College Station, Texas 77485**

### Experience in Self-employed / contract positions

**Public records retrieval:** current owner searching, UCC search, criminal background records searching. 1995-1998, 2003-2005

**Legal:** Transcriptionist as needed for law office both in their office and in my office, filling in as legal secretary, judge's office coordinator 1993-1995

#### Mortgage and Commercial Lender Services:

Inspections (including Fannie Mae, Freddie Mac) of commercial and multi-family properties of as many as 900 units. Also, health facilities. Also asset verifications, draw inspections, drive-by and photography required. 2004-2005

**Lender/Title - Courthouse, plus Litigation support for** filings, sub-agent for private investigator, process service, medical record affidavit services to medical treatment providers. 2004-2005

**Lender/Title - Remote Loan Closing Notary**-refinance loans, FHA, VA, ARM, Fixed, Reverse Mortgage, Home Improvement, Home Equity, ALSO, in house contract closer as needed 2004-2005

### Client References

**Inspections:** MortgageRamp.com/Horace Bilbo

**Verifications:** SecureTrak.com / Shannon

**Remote Closing Vendor:** Alamo Title / Charlotte or Doug, LandAmerica / Meg,

**Litigation Support, Legal, Process:** TeamLegal.net /Erin -

PLEASE NOTE: Full references can be provided.

### Personal Information

**DOB:** 9/12/1958

**TIN#:** 20-2398386

**Education:** Graduate of Angleton High School 1977

(70+ college hours at Brazosport College '77-81, and Blinn College 2000-2003 - working toward BS Psychology)

### Background Check

Please feel free to ask for a criminal history background check/drug test. SS# will be provided at that time.

### Equipment - Digital Imaging

**Camera:** DSC-F717 Sony HQ w/ Carl Zeiss Zoom - back up DSC-P10 - both cameras are 5.1 megapixel.

**Laptop** with wireless Tmobile, **Desktop** with fast cable.

**Pocket PC** - Toshiba, **Laser Printers:** HP3015 & Canon Imageclass

Traditional employment resume is available upon request.

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## References

Contracted Services	Contact	Company Information
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**Inspection Types:**

- \* Fannie Mae 4257 Inspections
- \* Freddie Mac 506 Inspections
- \* CMBS Annual Site Inspection
- \* RUSH Inspections

**Tanner Strobbe**

**Horace Bilbo**

**Chad Rawlings**

**Salt Lake City**

1245 E. Brickyard Road  
Salt Lake City, UT 84106  
1-800-742-2185  
801-461-0055  
801-461-0533 Fax

**[www.mortgageramp.com](http://www.mortgageramp.com)**

**Property Types:**

- \* Multifamily
- \* Office Buildings
- \* Retail Malls and Shopping Centers
- \* Industrial Properties
- \* Healthcare Facilities
- \* Hospitality
- \* Storage Facilities

Contracted Services	Contact	Company Information
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**Inspection type:**

Asset Verifications (Tanning Beds - new install. Snap-on tools - new)

**Shannon**

**SecureTrac Inc.**

3266 Haviland Court Suite 302  
Palm Harbor FL 34684  
1.866.283.6771 United States  
727.781.7649 International  
727.781.8108 Fax

**[www.securetrac.net](http://www.securetrac.net)**

Contracted Services	Contact	Company Information
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**Notary Closing Services**  
(Remote Notary Closing)

**King Cole**

Loan Officer/Lender

**Alethes LLC, dba**

**AmeriNET Mortgage**

**Reverse Mortgage of Texas**

20208 Auger Cove  
Spicewood, TX 78669  
Phone: (512) 314-5883  
Fax: (512) 314-5884

**[www.reversemortgagetx.com](http://www.reversemortgagetx.com)**

**Loan Type:** Reverse Mortgage

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>BRENDA S STONE</b>	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) <b>4303 PATE ROAD 2A</b>	Requester's name and address (optional)
City, state, and ZIP code <b>COLLEGE STATION TX 77845</b>	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

or

Employer identification number								
2	0	2	3	9	8	3	8	6

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of U.S. person ▶



03-13-05

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

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Areas of Coverage by Zip Code

ZIP CODES WITHIN 20 MILES

77881 77803
77840 77808
77843 77878
77844 77861
77841 77839
77842 77862
77801 77869
77802 77830
77805 77868
77806 77859
77807 77875
77866 77880
77863

ZIP CODES WITHIN 21-60 MILES

77879 78944 77865
77882 75852 78942
77836 78948 78954
77876 75850 78961
77831 76520 77320
77873 77318 77340
77833 77353 77362
77834 77354 77378
77838 77355 77850
77426 76629 76680
77852 77341 77358
77857 77342 77304
77872 77343 78933
76556 77344 77446
77835 77348 76555
77333 77349 78931
77856 77363 77356
77418 77870 77445
77484 77871 77853
77855 78946 77864
77837 76567 77452

I can almost guarantee I can complete any kind of inspection, verification, or photos within 48 hours in this block of zip codes.

This block of zip codes may not be as easy to accommodate you in, but with a few extra days I can.

Once we have communicated the terms and requirements, I'll look forward to receiving your and turning them around for you. With my T-Mobile Wireless laptop, much can be uploaded from the road.

Thank you for the opportunity to tell you about my business.