

## Repair Request Builder:

Bryan & Bryan is not only dedicated to being a one stop shop, but also to making your job easier. We know how tedious building a Repair Amendment can be, and The Repair Request Builder is our answer! All our reports offer this feature, and if you follow the steps below, you'll see what a game changer this tool can be for you.

### Step 1:

At the top right-hand corner of your report you will see a tab titled "Report Tools". Click on that tab and a drop-down menu will appear. Click on the **BLUE** "Repair Request Builder". See image below:

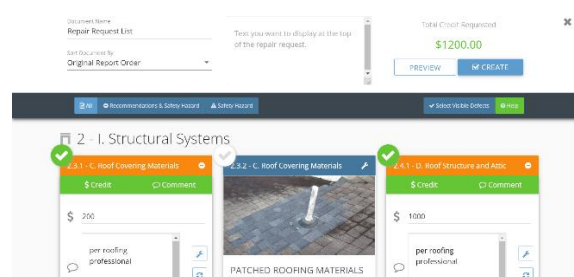


### Step 2:

A screen will appear with all the deficiencies in your report. You can select deficiencies by clicking on the arrows in the top left corner of each picture. When selected, these arrows will change to green. When you click on an arrow another drop-down box will appear with two spots to fill in.

- 1) Credit Amount: The amount you are seeking for repairs. (The prices in the image below are an example. We do not offer repair estimates.)
- 2) Comment: This is where you can leave any details about the deficiency.

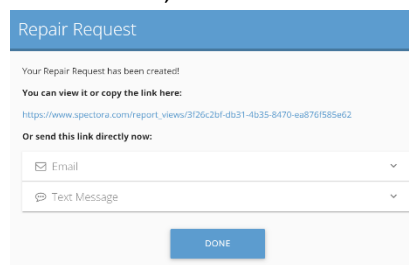
Once you have filled in the Credit Amount & Comment fields on all deficiencies you wish to negotiate, you will see "Total Credit Requested" at the top right of the screen, which is automatically calculated for you.



### Step 4:

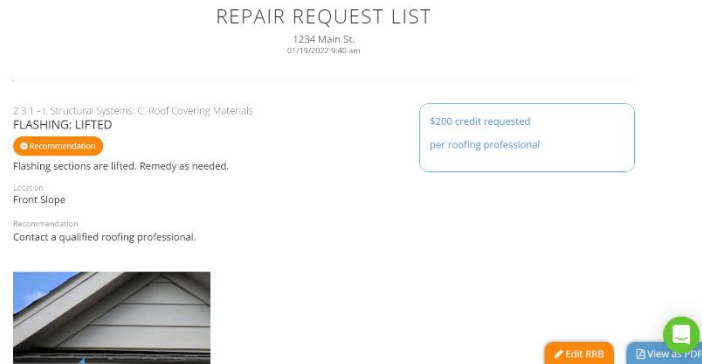
When you are finished you can click on either the "Preview" or "Create" button in the top right corner as seen in the image above.

- 1) The "Preview" Button will show you a preview of the final Repair Request List for your review.
- 2) The "Create" Button will generate the final amendment and give you an option to view the Repair Request List, where you can save it as a PDF, or send it via Email or Text Message. See image below:



**Step 5:**

- 1) If you click on the **BLUE** link, you will see the image below. In the bottom right-hand corner you will see a **BLUE** button labeled “View as PDF”. Clicking on this button will allow you to view the Repair Request List as a PDF that you can save.



Now that you have completed your Repair List you can easily draft a Repair Amendment to send to the Listing Agent!