

## **Premiere Asset Services National Stabilization Program Process Aide**

PAS will provide properties to municipalities, counties, states and non-profits with NSP money at a reduced price. Properties are available for review on our website [PASREO.com](http://PASREO.com). Properties can be searched by State, City or zip code. Properties that do not note a listing price are “pre-market” properties. Property profiles include the name, phone and email address of the PAS Agent assigned to the property. Agents assist in the inspection of properties but selection and pricing of properties is handled by the PAS NSP Team (noted below) through the [PASNSP@wellsfargo.com](mailto:PASNSP@wellsfargo.com) email address.

### **The PAS NSP processing team:**

**Asset Manager:** Leanne Lade [Leanne.C.Lade@wellsfargo.com](mailto:Leanne.C.Lade@wellsfargo.com) 612-312-9709  
Jennifer Nelson [Jennifer.A.Nelson@wellsfargo.com](mailto:Jennifer.A.Nelson@wellsfargo.com) 612-312-9771  
Michael Lynch [Michael.t.lynch@wellsfargo.com](mailto:Michael.t.lynch@wellsfargo.com) 612-312-9721  
Becky Kormanik [Rebecca.Kormanik@wellsfargo.com](mailto:Rebecca.Kormanik@wellsfargo.com) 612-312-9718

**Pre-Closer:** Kim Warren [Kimberlee.Grayson-Warren@wellsfargo.com](mailto:Kimberlee.Grayson-Warren@wellsfargo.com) 612-312-9789

### **Selecting a Property:**

Notify PAS that you are interested in a property by sending an email to [PASNSP@wellsfargo.com](mailto:PASNSP@wellsfargo.com). Place your entity name and the property address in the subject line, noting your interest in considering the property for NSP purchase in the body of the email. Please include phone or cell phone numbers in case we need to call you. PAS will verify within 24 hours if the property is available through the NSP program and contact you with details, including the name and contact information of the NSP team members assigned to the file (see below).

### **Property Inspections:**

To arrange a review of a property, please contact the real estate agent assigned to the property, noted on the website.

### **Pricing:**

Fair market value and the reduced price will be set by the PAS Asset Manager. Pricing for listed properties will be returned within 48 hours. Pricing for pre-market properties (identified as TBD on the website) will be provided as soon as PAS receives valuation products. If you have questions about the fair market value or the reduced price, you can contact the asset manager assigned to the property.

**Documents:**

- An initial purchase agreement needs to be sent to [PASNSP@wellsfargo.com](mailto:PASNSP@wellsfargo.com) .
- PAS will provide a purchase agreement addendum for execution.
- If NSP specific addendums need to be added to the PAS purchase agreement, please include these with the initial purchase agreement and note that these need to be added to the final purchase agreement. All addendums are subject to PAS legal review.
- Purchase agreements are handled by our pre-closer.

**Closing:**

Closings should be scheduled to take place within 30 days of the initial “accept date”. PAS has pre-assigned closing attorneys in each state or you can provide the name and contact information of your closing attorney.

If you send any emails to our [PASNSP@wellsfargo.com](mailto:PASNSP@wellsfargo.com) mailbox, please put your entity name and the property address in the subject line to help us reference the request.

\*Please note that this document is intended as a job aid only and does not constitute an agreement between parties.