

PROPERTYROOM.COM  
NEW ACCOUNT SET-UP



After receiving the signed agreement, we will provide you with a user name and password for access to our Agency Web online reporting system. This will allow you to track status of all assets you give to us to sell from the time of listing to the sale and collection of the funds and remittance of the funds to your account (and will allow you historical data 24/7/365.). Please answer the following questions so that we can get your new account established in our system.

1. Check payable to Information and the address where checks are to be mailed.

CITY OF NORTH PORT, FL, ATTN: CENTRAL CASHIERING
4970 CITY HALL BLVD
NORTH PORT, FL 34286

2. Main pick-up location for assets. (If more than one location, please specify)

NORTH PORT POLICE DEPT.
4980 CITY HALL BLVD.
NORTH PORT, FL 34286

3. Main contact's name, title, phone number, fax number, and email address. The main contact will (a) receive a Welcome Call from our Client Services Department; (b) receive mailed bar codes; (c) be contacted every thirty (30) days for scheduling pickups; and (d) have primary access to the Agency Web system for tracking and auditing.

TRACEY GOLD, FORENSICS SUPERVISOR
941. 429-7761 (OFFICE)
941. 685-2608 (CELL)
tgold@northportpd.com

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4. Name, title, phone number, and email address of any additional department personnel requiring access to our Agency Web reporting system.

DEB HILL, EVIDENCE TECH, 941-429-7358
(dhill@northportpd.com)
MARAYLA CASEY, EVIDENCE TECH, 941-429-7427
(mcasey@northportpd.com)

5. Name, email address, and phone number of the person responsible for the department's website so our IT team can coordinate with adding a notice to the public link on your website.

TAMMIE WICKERS, 941-429-7305
twickers@northportpd.com

6. Two possible dates and times for you and/or your main contact(s) to receive a Welcome Call from our Client Services Manager. We will then confirm the date and time as soon as we get internal confirmation from our Client Services Manager. Upon call meeting time, we will send you a free dial-in conference call phone number and access code.

MONDAY, TUESDAY,	0900 - 1700 HRS
THURSDAY, FRIDAY	PREFER 1100 - 1400 HRS

7. Name, telephone, and email address of the person responsible for media relations in your department to work with our Marketing Department regarding any media inquiries.

JOSH TAYLOR
941-429-7333
j.taylor@northportpd.com