



Heter and Company, Inc.
Marketing Denver Homes Since 1973

OFFER INSTRUCTIONS

*All offers **MUST** have the following to be submitted to bank:*

- Colorado Contract to Buy/Sell Real Estate
(no MEC – please use actual dates)
- Bank Addendum** (www.reodenver.com)
- Copy of Earnest Money Deposit
- Pre-Approved Lender Letter or Proof of Funds if Cash

Email or Fax **Complete** offers to:

Fax: 303-429-3480

Email: offers@reodenver.com

You can expect an answer within 24 to 48 hours in most cases, weekends excluded.
Counter offers will be verbally transmitted.

Once your offer is fully accepted, we will email you a packet with instructions to proceed for your buyer's signatures, inspection, earnest money. **Earnest money MUST** become Certified Funds at this time.

** it is important that you and your buyer read the addendum before making an offer as the addendum will supersede the Colorado Contract to Buy/Sell Real Estate.

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Heter and Company, Inc. REQUIREMENT:

Heter and Company, Inc. must be in receipt of:

Buyer's signed Colorado Contract
Bank Addendum
Earnest Money Check (certified funds)

BEFORE buyer schedules their inspection. Heter and Company must have **72 "BUSINESS" Hours Notice** prior to the inspection, to reconnect utilities.

To accommodate the above requirements, please schedule inspection:
Monday through Friday, between 9am and 2 pm

Title Company REQUIREMENT:

5 Business Day Notice to Close

Lender **MUST** have Docs/Figures to Title 4 Business days prior to Closing.

(the Title Companies will make **NO** exceptions)