



## **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: phil@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.

### Winter

- De-winterization     **\$100**
- Re-winterization    **\$200** \*(required by the bank)
- Total                   **\$300**

\*From September through April, Seller requires all properties to be re-winterized immediately following the inspection.

### Summer

- Water Turn on       **\$150**

**Note:** All checks made *payable to Heter and Co. Inc.*

All Fees are NON-REFUNDABLE

### **Heter and Company, Inc. REQUIREMENT:**

Heter and Company, Inc. must be in receipt of *Buyer's signed contract, bank addendum, earnest money check* and *payment for the above service* **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 9 am and 2 pm**

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### **Title Company REQUIREMENT:**

**4 Business Day Notice to Close**

Lender **MUST** have Docs/Figures to title 4 Business day prior to Closing

(the Title Companies will make NO exceptions)

*BANK ADDENDUM*  
*will follow*  
*accepted offer.*