

Keys to Denver Inc.

REO SERVICES from assignment through closing

Once Keys to Denver has received your property assignment the following services are performed:

Pre List

- Occupancy status is determined and reported within 24 hours
- The property is secured and re-keyed within 24 hours whenever possible unless occupied
- “Cash for Keys” or Tenant Lease programs are implemented if appropriate.
- Utilities are restored within 48 hours if the property is vacant and safe
- HOA and management company are determined and amounts owed are determined.
- Initial cleaning and Sales cleaning are accomplished.
- All BPO requirements are completed as requested. An Exterior BPO is submitted if eviction is necessary or a full Interior BPO with complete photos is submitted within client guidelines.
- Rough repair estimates are completed and conveyed with interior BPO
- Contractor bids on repairs are obtained when requested.
- Client required inspections are obtained within.
- Depending upon circumstances and the area we may recommend structural, systems, roof, mold and/or radon inspections be performed
- Coordination and supervision of authorized repair work.
- Documentation of repair work and invoices for repairs are forwarded to you.
- Yard maintenance / Snow removal / Refresh cleaning are coordinated through closing
- Weekly inspection of property

Listing

- The property is listed on Denver Metrolist’s MLS the same day that the listing agreement is signed
- Marketing photos are obtained when the property goes on the market and a “Visual Tour” is created and posted to the MLS, Keys2Denver.com, and other web sites .
- Property inspections are continued though closing. .
- Yard maintenance/snow removal services are coordinated during marketing time
- Properties are advertised on our www.keys2denver.com web site. Other advertising is ordered depending upon specific property circumstances. This includes yard signs if allowed, color brochures, photo magazine, additional web sites, direct mail and flyer advertisements

1485 S COLORADO BLVD, DENVER CO 80222
NANCY DIRECT: 303.221.2599 - FAX 303.221.3853
EMAIL: Nancy@keys2denver.com

Keys to Denver, Inc.

Sales and Marketing Procedures

Contract Negotiation

- Obtain all feedback information from showings and forward to bank/asset companies on monthly report
- Contract negotiations
- Preparation of documents
- Verification of buyer's qualifications

Contract through Closing

- Title and closing services coordinated
- Keys to Denver staff provides complete follow up through the transaction and after the closing
- Keys to Denver represents the seller at the closing table
- New owner presented with the key

1485 S COLORADO BLVD, DENVER CO 80222
NANCY DIRECT: 303.221.2599 - FAX 303.221.3853
EMAIL: Nancy@keys2denver.com