

# 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](http://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

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# 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

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