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OFFER INSTRUCTIONS

This checklist (page 1 and 2) must accompany every offer presented to The Blake Team on behalf of this buyer.

Page 1 must be signed and initialed by the buyer. Selling agent must sign page 1 &2.

This is a lender-owned property and as such, subject to strict compliance of the following instructions.

*** Please have your buyer(s) initial each line item below and sign/date at the bottom.

_____ 1) Once an offer is accepted, there will be Seller Addendums that the Buyer will be required to sign. These forms will supersede the contract and no changes to the forms will be allowed.

_____ 2) A **pre-approval letter** or **proof of funds** (if the buyer is making an all cash offer) must accompany all offers.

_____ 3) The buyer's lender shall be responsible for engaging an appraiser for the property and responsible for ordering the survey if required. Cost of the survey shall be that of the buyer.

_____ 4) **If buyer requires the property to be de-winterized for inspection and appraisal the cost of the second De-winterization will be at the buyer's expense and cost is \$150 which must be pre-paid. Check will be made out to DAMFS and delivered to The Blake Team. The buyer may want to consider an air pressure test to validate the integrity of the plumbing system (this does not require that water be on at the property). Note: Property may be winterized at time of closing.**

_____ 5) The title company shall be the seller's choice. Scheduling of closing shall be the responsibility of the buyer's agent.

_____ 6) The seller **will NOT insure** title over standard exceptions. ***Please make sure that this is reflected on the contract that you submit.***

_____ 7) No Earnest Money is required at time of offer. Once their offer is accepted, the buyer would need to obtain Certified Funds in the amount of the required earnest money (EM) made payable to the title company (**TBD**) and returned with the signed Addendums.

_____ 8) Owner's name shall be reflected as **OWNER OF RECORD** on the state contract.

_____ 9) It is the **responsibility of the buyer** to **verify HOA dues** and **taxes. Buyer is responsible for transfer fees.**

_____ 10) It is the **buyers responsibility** to obtain any CIC docs. Any expense associated with obtaining these docs is also the buyer's responsibility. Seller **will not** pay for CIC docs.

_____ 11) **Lender closing figures are to be sent to the title company at least 72 hours (business days) prior to the scheduled closing time. Weekends and holidays are not considered business days. No exceptions will be made. If this is a FNMA property, they will need to be delivered 96 hours prior to close.**

_____ 12) **Property is sold strictly as is, where is. The seller will not entertain a request for any type of repairs. As agreed upon in the contract, the buyer may withdraw their offer in the event inspections reveal unsatisfactory conditions.**

_____ 13) Carbon Monoxide Detectors: If not already installed at the property at the time the offer is made, they will be installed in accordance to state statute prior to closing

_____ 14) Buyer acknowledges that possession will occur upon conveyance of the deed and disbursement of funds.
EARLY OCCUPANCY FOR ANY REASON IS EXPRESSLY PROHIBITED!

Address _____

Buyer's Signature & Date: _____

Buyer's Address, Phone # and Email (Required) _____

Selling Agent's Signature & Date: _____



IMPORTANT FOR SELLING AGENT REGARDING COMMISSION:

If the Contract of Sale contains seller concessions including points, closing costs, repairs, etc., then the commission maybe calculated on the purchase price of the property less any such seller concessions (i.e., commission maybe calculated based on the net sales price of the transaction.)

IMPORTANT INFORMATION FOR SELLING AGENT REGARDING THE DATES AND DEADLINES ON THE COLORADO CONTRACT:

Immediately following this section you will find a sample of the Dates and Deadlines from page 1 of the Colorado Contract to Buy and Sell Real Estate. We are providing this guideline for you to reference when you are preparing your buyer’s contract. We are making these recommendations in an effort to prevent any unnecessary delays and/or amend/extends in the future.

You will see that we are using the terminology MEC for these deadlines (ex: “MEC plus 5”). Per Item 2e. **Applicability of Terms**, on the Colorado Contract to Buy and Sell Real Estate:

The abbreviation “MEC” (mutual execution of this contract) means the latest date upon which both parties have signed this contract.

Event	Date or Deadline
Loan Conditions Deadline	7 days prior to close unless otherwise indicated in Seller Addendum (no MEC dates).
Appraisal Deadline	10 days prior to close unless otherwise indicated in Seller’s counterproposal or Seller Addendum (No MEC dates)
Survey Deadline	MEC plus 7
Title Deadline	MEC plus 12
Survey Objection Deadline	MEC plus 10
Document Request Deadline	MEC plus 12
Governing Documents Objection Deadline & Title Objection Deadline	MEC plus 14
Off-Records Matters Deadline	MEC Plus 12
Off-Records Matters Objection Deadline	MEC Plus 14
Inspection Objection Deadline	Verbal acknowledgement plus 10 unless otherwise indicated in Seller Addendum
Resolution Deadline	Verbal acknowledgement plus 14 unless otherwise indicated in Seller Addendum
Property Insurance Objection Deadline	MEC plus 10
Closing Date:	MUST BE AN ACTUAL DATE, NO MEC DATES FOR THE CLOSING DATE PLEASE
Possession Date	MUST BE AN ACTUAL DATE AND MATCH CLOSING DATE
Possession Time	Time of Funding

Selling agent’s signature: _____

PLEASE PRINT CLEARLY:

Selling agent’s E-mail address: _____

Selling agent’s CELL phone #: _____

► OFFERS NEED TO BE SUBMITTED/UPLOADED (IN PDF FORMAT) ONLINE AT WWW.LISABLAKE.COM ◀

Please **DO NOT** submit earnest money until there is an agreement upon terms by both parties only a copy of the check is REQUIRED at this time.