



Listing Offer Packet

Inside the Offer Packet

There are 4 documents that go in the offer packet.

- 2-Sided Brochure
- Property Line View & Upgrade
- Sellers' Disclosures
- Offer Instructions

Locate the Documents

The documents will be located on Google Drive under Clients > Active > Sellers Name > Property Address > Listing Print Docs

The only one not located here are the sellers' disclosures which you will be creating from scratch.

Rename the Documents

Add the property address to the end of the file names.

2-Sided Brochure PowerPoint

Update the Pictures

Refer to the "Listing Photos Sorting & Sizing Video" to learn how to choose the correct images and re-size them.

Double-click the main image on page 1. Select the "Change Picture" button & select the new image. It should automatically fit into place perfectly.

On page 2, select picture > picture from file. Then select the 6 images for the back of the brochure. Drag them individually, so they are perfectly centered on the frame. Once all 6 photos are centered, right-click on an image and select Reorder Objects. A new screen will pop-up that will allow you to move the gold frames to the front of the images. Click Ok.

Update the Wording

Change the address at the top of both page 1 and 2.

Select a main title for the front page and use the MLS public remarks description for the front page. Also, update the price and website link.



On the back update the details for that specific property. Save the file and close.

Property Line View & Upgrades PowerPoint

Update the Wording

Change the address at the top of both page 1 and 2.

Use the list of special features from the sellers to fill in the first page. If average utilities and a list of vendors/contractors are provided by the seller, then put the utilities above the special features and the vendor/contractors at the very bottom.

On page two use Realist to take a screenshot of the property. In Realist search by property address and change the view to MAP. Select the Aerial view. Click on the red pin and select the ruler which will add the estimated lot dimensions. Take a screenshot of the map.

On the powerpoint double-click the map image on page 2. Select the "Change Picture" button & select the screenshot that you just took. You will need to adjust the map to fit correctly which might require cropping the image.

Finally, change the address in the white box.

For condos/townhomes we won't have a property line view, so delete page 2 entirely.

Save the file and close.

Sellers' Disclosures

Combining & Adjusting the disclosures

Download the following disclosures from CTM after the seller's sign; SPD, CICC (*condos/TH only*), Sq/Ft Disc, SoW & Closing Instructions. **If 1978 or older also include the LBPD.**

Combine the disclosures into one PDF in the order above. Many pages will have just a few lines carried over with no real need to print them. Delete any pages without contract info and save as Disclosures **Address**.

Look through the listing file for any other documents like ILC or floor plans from the seller. If so save them as a separate file.



Offer Instructions Word Doc

Update the wording

Adjust the earnest money, legal description, Seller's Names, and Exclusions. Include lead-based paint wording if built 1978 & older.

Save the file and close.

Printing the Offer Packet

Where to Print

All files except the Offer Instructions will be printed at Office Depot. The Offer Instructions are printed in-house by the office.

The office will review the documents and once approved you may order the prints. We will print a total of 7 offer packets. However, we will order 50 of the 2-sided brochure and the extras will be put into the brochure box that is attached to the For Sale Sign in the front of the property. For properties without a brochure box such as condos, we will only order 25 of the 2-sided brochures.

Ordering the Prints from Office Depot

Go to [WeTransfer](#) and skip the part asking to sign up for a paid account. Enter sales@coloradohomeblog.com for "Your Email". Add ods02102cpc@officedepot.com for the "Email To".

Copy the below template into the message section and adjust the below template to match the correct total # of pages for the black & white copies. For example, if the Sellers' Disclosures PDF has 10 pages, we print double-sided so that is 5 pages per packet and need a total of 7 copies, that would be a grand total of 35 individual pages (5 x 7 = 35). If you don't have an ILC, remove that from the template below.

Upload the files needing to be printed on WeTransfer. Then email to Office Depot. We will see a download confirmation after they download the files. If they do not download them in the first 2 hours call 720-922-8386 to confirm receipt.



Print Department,

Please print the following files on your 32# paper except for the glossy on the 2 sided brochure, that should on the gloss card paper. The top set will be in color and then black and white on the bottom set.

In Color on Gloss Card Paper:

50 copies of the PowerPoint: 2 Sided Brochure. This should be printed double sided with the top of both pages facing up.

7 copies of the PowerPoint: Property Line View & Upgrades. This should be printed double sided with the top of both pages facing up.

57 Color Double Sided Prints in Total

Black and White on 32# Paper:

7 copies of the PDF: Disclosures PDF - Print double sided.

7 copies of the PDF: ILC

42 Black and White Double Sided Prints in Total

Our SPC account # is 8012 175 2045

If you have any questions, please call my cell phone at 303-819-1979.

Sincerely,

Mike Lies