

**R** Real **E** state **O** wned

# **Management Services, Inc.**

6 Huntington Street  
Huntington, CT 06484

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Phone 203-929-1621

Fax 203-929-1951

Real Estate Owned Management Services, Inc., (“REO”) is the property management company for our client.

REO will be your contact throughout this process. Prior to listing the property for sale, REO will need to begin maintenance services, as well as put together an Initial Property Inspection Package (IPI Package) for the Seller in order to determine the best list price. We will need your assistance in helping us procure the necessary information, which may include:

- Verifying occupancy. If vacant, please contact a locksmith and rekey immediately.
- Placing our ‘No Trespassing’ sign (attached) on all exterior doors
- Contact information for electric, water and gas companies
- Initiating lawn and pool services, if applicable
- Contact information for homeowners association, if applicable
- Contact information for a reputable appraiser
- Contact information for a termite inspection company
- Interior digital pictures
- Interior Broker Price Opinion (our form attached). Please also include the MLS cut sheets of all comp listings and sales with BPO, and any listing history on the subject property.
- Two (2) separate Repair & Improvement (R&I) estimates from local contractors detailing any work that may need to be done (ie: painting, powerwashing, carpet cleaning/or replacement, interior trashout and cleaning, exterior lawn cleanup, etc.)

**Prior to listing, there shall not be a realtor sign placed anywhere on the premises, nor can the house be shown to any prospective buyers without expressed permission from REO.**

Because the property was obtained through a foreclosure action, there may be outside interested parties prior to listing. Should the Seller wish to entertain offers from potential buyers prior to listing, we will contact

you with additional instructions and to negotiate an appropriate fee arrangement.

Should the Seller decide to list the property, then the initial listing will be for 90 days at five percent (5%) commission with a twenty-five percent (25%) referral fee paid to the referring broker upon closing.

Thank you for working with us in helping us get this house sold. If you have any questions regarding the above or anything else, please feel free to call or e-mail me at [ejopp@reomanagementservices.com](mailto:ejopp@reomanagementservices.com).

Elena Oppedisano  
Property Coordinator