

## Exclusive Agency Listing Agreement

This MLS Listing Agreement is made by and between \_\_\_\_\_ hereinafter referred to as the "Seller" and Metro Realty, Inc., hereinafter referred to as "Broker". Seller desires to list the property for sale in the Multiple Listing Service ("MLS"). The property is commonly known as: Address: \_\_\_\_\_  
Unit # (if any) \_\_\_\_\_, City \_\_\_\_\_, IL Zip \_\_\_\_\_  
County \_\_\_\_\_ hereinafter referred to as the "Property".

Broker is appointed to list the Property for sale on the MLS for the period set forth below, which period shall automatically terminate at 11:59 PM on the last day of such period unless extended by written agreement of Seller and Broker. The listing period shall commence on \_\_\_\_/\_\_\_\_/\_\_\_\_ and shall expire on \_\_\_\_/\_\_\_\_/\_\_\_\_.

### **Select Listing Package:**

**\$99.00 Starter**

- Active 3 months
- 1 Photo
- Standard Listing on Realtor.com

**\$199.00 Plus**

- Active 6 months
- Up to 25 Photos
- Showcased Listing on Realtor.com

**\$249 Premium**

- Active 12 months
- Up to 25 Photos
- Showcased Listing on Realtor.com

### **Above Options Include:**

1. Listing on local MLS & Realtor.com
2. Unlimited Listing Changes
3. Open House Advertising
4. Syndicated to MLS affiliated sites (Zillow, Trulia & More)
5. Access to Illinois Disclosure Forms and Sales Contracts

**Compensation.** Seller agrees to pay Broker a flat fee as selected above **due and payable** upon execution of this MLS Listing Agreement. Broker agrees to list the Property in the local Multiple Listing Service and authorize the MLS to distribute the Seller's MLS listing to the local MLS syndicated sites.

**Listing Price.** The Listing Price of the Property and any all improvements that are offered for sale shall be \$ \_\_\_\_\_. Seller is solely responsible for determining the appropriate Listing Price. Seller reserves the right to amend the Listing Price.

**Cooperating Broker Commission:** \_\_\_\_\_% This amount represents the percentage of the sale price you agree to pay to the Cooperating Broker at closing. Should a Cooperating Broker procure a Buyer who is ready, willing and able to purchase the above described Property at the listed price or at another price acceptable to the Seller, Seller agrees to pay the Cooperating Broker the commission stated above reduced by a \$200 listing administrative fee payable to Broker at closing. **The full commission is to be paid at closing.** If a buyer first looks at the Property without a Buyer's Broker but decides to use a Buyer's Broker to conclude the purchase, Seller agrees that they will pay the Buyer's Broker the above listed commission. If a buyer who is introduced to the Property by a Cooperating Broker during the term of the listing, purchases the Property after termination of the listing, the Seller shall be responsible to pay the commission as listed above. In connection with any litigation or dispute arising out to this Agreement, or the listing created as a result, Seller shall pay all costs incurred by Broker hereto, including reasonable attorneys' fees and costs. If Broker is sued or joined in arbitration for a Buyer's Broker Commission due, Seller will be responsible for the full commission claimed. The obligation to pay the Cooperating Broker Commission above, shall survive termination and continue until the closing when the said Cooperating Broker Commission is payable. Seller

shall pay said Cooperating Broker Commission if within 120 days after listing expiration date or termination, the Seller enters into a Sales Contract to transfer the Property to any Buyer who was shown the Property by a Cooperating Broker during the term of the Listing Agreement.

**Changes.** Any changes to the Listing Price and/or Cooperating Broker's Commission need to be submitted **in writing** to Broker using Broker *Change Request Form* either via fax (630-599-8604) or email to (changes@aflatfee.com). Changes will be deemed accepted once updated on the MLS. All changes need to be in writing. Any changes requested that are not in writing will not be honored.

**Listing Broker's Duties.** In consideration of a flat fee due and payable upon execution of this MLS Listing Agreement, Broker and its licensees will provide those brokerage services as set forth in Section 15-75 of the Illinois Real Estate License Act of 2000 as follows: (1) accept delivery of and present to the client, offers and counteroffers to buy, sell or lease the client's property or the property the client seeks to purchase or lease; (2) assist the Seller in developing, communicating, negotiating, and presenting offers, counteroffers, and notices that relate to the offers and counteroffers until a lease or purchase agreement is signed and all contingencies are satisfied or waived; and (3) answer the Seller's questions relating to the offers, counteroffers, notices and contingencies. Broker is solely in the business of providing real estate brokerage services to its clients. Broker does not provide any legal advice. Broker will not express opinions regarding legal effect of closing documents or the closing itself. Broker does not provide advice on preparation of Disclosure documents.

**Designated Agent.** Broker designates Melanie Broderick, its Managing Broker, as the initial designated Listing Agent and reserves the right to appoint any other licensed agent in the Company as the listing agent upon written notice to Seller. Broker shall not act as an escrow agent in connection with the sale of the listed property. Broker shall not act in a dual agency capacity, that is, to represent both seller and any prospective buyer in the same transaction.

**Listing Broker's Option to Terminate.** Listing Broker reserves the right to terminate this Listing Agreement at any time for non-payment or if Seller has subjected the Listing Broker to any claims arising out of Seller's misrepresentations or negligence, or if at any time, continuation of listing would not be in the parties best interests by notice in writing (either by fax or email).

**Seller(s) Option to Terminate.** In the event the Seller wants to withdraw their Property from the market prior to the expiration of the Listing Agreement, Seller may do so with no early termination fee by giving **written notice** to Broker via fax or email. The listing can only be cancelled when there is no Sales Contract pending on the Property involving a Buyer who was procured by a Cooperating Broker. Once the request for termination is validated by Broker, such termination shall be effective within 48 hours of receipt by Broker.

**Seller Responsibilities.** Seller agrees that during the listing period, Seller will do the following:

1. Communicate to Broker in writing (via fax or email) within **24 hours** of acceptance of any offer or any change in status of the Property. Seller further agrees to provide Broker with a copy of the executed Sales Contract along with any addenda and amendments (if any) and any and all required Disclosures within **48 hours** of Sales Contract acceptance. Failure to report a change of status to Broker by Seller may result in a fine to Broker by the MLS starting at \$100 per occurrence. The Seller assumes all responsibility for any fines resulting from Seller's delay in communicating status changes.

2. Seller shall pay the commission noted above to the Buyer's Broker if (1) the Property is sold to a buyer represented by a licensed real estate agent during the term of this Listing Agreement or (2) the Property is sold within 120 days of cancellation to a buyer that was introduced to the Property by a licensed real estate agent during the listing term.
3. Schedule and perform all showings of the Property and perform all open houses without Broker's assistance.
4. Make all legally required Illinois Disclosures available to any prospective buyer or buyer's broker, including but not limited to disclosing all known information on lead based paint and radon hazards. Seller acknowledges that Seller has been informed of the responsibilities imposed upon Seller under the Residential Real Property Disclosure Act. Seller agrees to comply with the requirements of this Act to the best of Seller's ability and to not knowingly give any false or inaccurate information regarding the Disclosures required by the Act.
5. Seller shall not enter into any Sales Contract that requires Broker to hold earnest money. Seller must make arrangements with an attorney or a third party to hold earnest money.
6. Seller understands that a "short sale" is a material fact that must be disclosed to Broker. Broker has a right to cancel a "short sale" listing at any time without a refund.
7. Broker shall be held harmless for any and all liability, claim, judgment, obligations or demands, including reasonable attorneys' fees, arising as a result of the Seller's use of a lock box, or the actions of potential customers or selling agents.
8. Seller agrees to seek advice for legal, tax, inspection, survey, title and all other matters not specifically outlined in this agreement in regards to this or any real estate transaction.

**For Private Party Sales.** Under this Listing Agreement, the Seller can sell the Property to any Buyer not procured or introduced by a Cooperating Broker, in which case **NO** Cooperating Broker's Commission is due. Seller agrees to notify Broker within 24 hours of the following: (1) when a Sales Contract is executed on the Property (2) if any contingencies change (3) when the property becomes a pending sale and (4) when the property closes with the final sale price.

**Fair Housing, Human Rights, Municipal Codes.** It is illegal for either Seller or Broker to refuse to display or sell to any person because of person's membership in a protected class, e.g. race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by local or municipal ordinances. Seller and Broker acknowledge that they shall also be bound by the provisions of state and local (city and/or county) human rights or fair housing ordinances, if any, and agree to comply with same.

**Marketable Title Clause.** Seller warrants and represents that he or she is properly authorized to enter into the Agreement. This Agreement shall be binding on all heirs, successors, and assignees of the Seller.

Seller agrees to honestly state the dimensions, characteristics and condition of the Property to be entered into the MLS to the best of their knowledge. Broker assumes no liability for inaccuracies, errors or misstatements made by the Seller. Broker does not conduct a survey of the Property to verify accuracy of any information provided by the Seller and shall not be held responsible for the accuracy of the information. Seller has reviewed the information shown on Broker's Listing Agreement and Property Input Form and hereby acknowledges that the completed information is accurate, true and correct. Seller also agrees to review the MLS listing sheet for accuracy and inform Broker of any errors so that they may be corrected. Seller agrees to indemnify and to save and hold harmless Broker and those relying on information contained in this Agreement for and against damages resulting from any inaccuracy and/or the Seller's

failure to disclose any information. Seller agrees that the liability of Broker and its agents is limited and capped at the listing fee paid.

**Seller's Marketing Authorization.** Seller acknowledges that neither Listing Broker nor selling broker or any Multiple Listing Service is an insurer against the loss of the Seller's personal property. Seller is advised to safeguard or remove valuables now located on said Property. Further, Seller acknowledges that Listing Broker may have an obligation to release information as to the amount of selling price, type of financing and number of days on market to any multiple listing services of which Listing Broker is a member.

Seller agrees to save and hold Broker and Listing Agent harmless from all claims, disputes, litigation, judgments, and costs (including reasonable attorney's fees) arising from Seller's breach of this Agreement, from any incorrect information or misrepresentation supplied by Seller or from any material facts, including latent defects, that are known to Seller that Seller fails to disclose. In connection with any litigation arising out of this Agreement, Broker shall be entitled to recover all costs incurred including reasonable attorneys' fees for services rendered in connection with such litigation, including appellate proceedings and post judgment proceedings. Should it be determined by any MLS board or any arbitration committee or court that commissions were due to a Cooperating Broker, the Seller agrees to promptly pay such amounts and/or damages in addition to any out of pocket costs incurred by Broker. Any time spent by Brokers representatives to resolve and/or attend such litigation or arbitration will be billed at \$350 per hour, which the Seller agrees to pay. The Seller understands that they are indemnifying Broker of any and all claims arising from Seller non-payment of commissions.

Any provision of this Agreement which is invalid, prohibited, illegal or unenforceable shall be ineffective to the extent of any such terms and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted without invalidating the remaining provisions hereof. This Listing Agreement summarizes the understanding in its entirety and any changes must be in writing and jointly executed by all parties.

A signature transmitted by fax and/or scanned and emailed shall be deemed to have the same effect as an original signature.

Agreed to and Accepted by **Seller(s)**:

Agreed to and Accepted by **Metro Realty, Inc.**

Signature:

Signature:

Signature:

Date of Acceptance:

Date of Acceptance:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Send completed documents to [support@aflatfee.com](mailto:support@aflatfee.com) or fax to (630) 599-8604

**AGENT INFORMATION**

GENERAL > DESCRIPTION > UNIT INFORMATION > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**AGENT INFORMATION** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® OFFICE ID: \_\_\_\_\_ ® AGENT ID: \_\_\_\_\_ CO-AGENT ID: \_\_\_\_\_

**AGENT INFORMATION**

**GENERAL** > DESCRIPTION > UNIT INFORMATION > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

® ADDRESS Please note: ALL fields are required in this section

STREET #: \_\_\_\_\_ MODIFIER: \_\_\_\_\_ DIRECTION:  EAST  SOUTH  NE  SE  NORTH  WEST  NW  SW STREET NAME: \_\_\_\_\_

POST DIRECTION:  EAST  NORTH  NE  NW  SOUTH  SE  SW  WEST SUFFIX: \_\_\_\_\_ UNIT #: \_\_\_\_\_

COUNTY: \_\_\_\_\_ MUNICIPALITY/TOWNSHIP: \_\_\_\_\_ CITY: \_\_\_\_\_

AREA: \_\_\_\_\_ SUBDIVISION / COMPLEX: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ +4: \_\_\_\_\_ CROSS STREET: \_\_\_\_\_

® SCHOOL DISTRICT: \_\_\_\_\_ ® ELEMENTARY SCHOOL: \_\_\_\_\_

® MIDDLE/JR. HIGH SCHOOL: \_\_\_\_\_ ® SENIOR HIGH SCHOOL: \_\_\_\_\_

**GENERAL LISTING INFORMATION** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® TRANSACTION TYPE:  SALE  LEASE ® TAX ID: \_\_\_\_\_ DUAL AGENCY:  YES  NO ® LICENSEE ASSISTING SELLER

® SPECIAL LISTING CONDITIONS:  FORECLOSURE  PROBATE  NONE  SHORT SALE ® POSSIBLE BUYER FEES:  YES  NO LEGAL DESCRIPTION: \_\_\_\_\_

® LISTING PRICE (\$) / LEASE (MONTHLY): \_\_\_\_\_ ® AGREEMENT TYPE:  EXCL AGENCY  EXCL RIGHT TO SELL  PURCHASER EXEMPTIONS  TRANS BROKERAGE  VARIABLE RATE

® AGREEMENT TYPE 2:  LIMITED SERVICE  NOT APPLICABLE AD CODE: \_\_\_\_\_

® PUBLISH TO INTERNET:  YES  NO ® SHOW ADDRESS TO PUBLIC:  YES  NO ® PERMIT AVM:  YES  NO ® PERMIT COMMENTS:  YES  NO

**LEASE INFORMATION** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

SUB LEASE:  YES  NO LEASE TYPE:  GROSS  NET  OTHER AVAILABLE DATE: \_\_\_\_\_ SUB LEASE EXPIRATION DATE: \_\_\_\_\_

DEPOSIT AMOUNT (\$): \_\_\_\_\_ PETS ALLOWED:  YES  NO

**COMMISSIONS**

® SUB AGENCY COMMISSION: \_\_\_\_\_ ® BUYER AGENCY COMMISSION: \_\_\_\_\_ ® TRANS BROKER COMMISSION: \_\_\_\_\_ ® VARIABLE RATE:  YES  NO

COMMISSION COMMENTS: \_\_\_\_\_

**SIZES** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

BUILDING SQUARE FOOTAGE: \_\_\_\_\_ SQUARE FOOTAGE SOURCE: \_\_\_\_\_ LOT SIZE (ACRES): \_\_\_\_\_

COUNTY RECORDS  OTHER  BUILDER  LISTING AGENT  APPRAISAL  OWNER

LOT SIZE SOURCE:  APPRAISAL  COUNTY RECORDS  LISTING AGENT  OWNER  BUILDER  DEED  OTHER  SURVEY

® AGE (YEARS): \_\_\_\_\_ ® YEAR BUILT EXCEPTION:  NEW CONSTRUCTION  UNKNOWN  UNDER CONSTRUCTION  TBB

**DETAILS** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® LISTING DATE: \_\_\_\_\_ ® EXPIRATION DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ OWNER PHONE AREA + NUMBER: \_\_\_\_\_

OCCUPANT NAME: \_\_\_\_\_ OCCUPANT TYPE:  OWNER  TENANT  VACANT OCCUPANT PHONE TO SHOW AREA CODE + NUMBER: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ SECTION/TOWNSHIP/RANGE: \_\_\_\_\_

**SHOWING INSTRUCTIONS (4):**

ALARM SYSTEM  COMBINATION  OTHER  SUBJECT TO INSPEC.  VACANT  
 APPT. / LOCKBOX  DO NOT DISTURB TEN'S  OTHER LOCK BOX  SUPRA  APPT. THROUGH MLS  
 BY APPT. ONLY  KEY AT OFFICE  PET  UNDER CONSTRUCTION  SENTRILOCK  
 CALL LISTING AGENT  LISTG AGT ACCOMPANY  SHOW AT WILL  VACANT  
 CALL LISTING OFFICE  OCCUPIED  SHOW WITH CONTRACT  APPT. THROUGH MLS

AGENT INFORMATION > **GENERAL** > DESCRIPTION > UNIT INFORMATION > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**DETAILS CONTINUED** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

® TAXES PAID (\$): \_\_\_\_\_ ® TAX YEAR: \_\_\_\_\_ ASSOCIATION FEE (\$): \_\_\_\_\_ ASSOCIATION FEE PAID:  
 MONTHLY  YEARLY  
 NONE

AGENT INFORMATION > GENERAL > **DESCRIPTION** > UNIT INFORMATION > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**DESCRIPTION:** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<b>® BUILDING DESCRIPTION (3):</b> <input type="checkbox"/> 2 STY TOWNHOUSE <input type="checkbox"/> 3+ STY TOWNHOUSE <input type="checkbox"/> APT/INTERIORENTRANCE <input type="checkbox"/> DUPLEX <input type="checkbox"/> FLAT/SHOTGUN/EXT ENT <input type="checkbox"/> NEEDS REHAB <input type="checkbox"/> RANCHETTE <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> OTHER	<b>® TYPE OF UNITS:</b> <input type="checkbox"/> 2 FAMILY <input type="checkbox"/> 3 FAMILY <input type="checkbox"/> 4 FAMILY	<b>CONSTRUCTION (5):</b> <input type="checkbox"/> ALUMINUM SIDING <input type="checkbox"/> ASBESTOS SHINGLE <input type="checkbox"/> BRICK VENEER DECRTV <input type="checkbox"/> BRICK VENEER PREDOM <input type="checkbox"/> BRICK/STONE MSN PRED <input type="checkbox"/> CEDAR/WOOD <input type="checkbox"/> CONCRETE BLOCK <input type="checkbox"/> FL BRICK/STN VENEER <input type="checkbox"/> FRAME <input type="checkbox"/> OTHER <input type="checkbox"/> STEEL SIDING <input type="checkbox"/> STUCCO <input type="checkbox"/> VINYL SIDING	<b>® PARKING DESCRIPTION (8):</b> <input type="checkbox"/> 1-2 CAR ATTACHED GRG <input type="checkbox"/> 1-2 CAR CARPORT <input type="checkbox"/> 1-2 CAR DETACHED <input type="checkbox"/> 3-4 CAR ATTACHED GRG <input type="checkbox"/> 3-4 CAR DETACHED <input type="checkbox"/> ADDITIONAL PARKING <input type="checkbox"/> BASEMENT/TUCK-UNDER <input type="checkbox"/> COVERED <input type="checkbox"/> MORE THAN 1 SPC/UNIT <input type="checkbox"/> NONE <input type="checkbox"/> OFF STREET <input type="checkbox"/> ON STREET PARKING <input type="checkbox"/> OPEN LOT <input type="checkbox"/> OTHER <input type="checkbox"/> SECURITY PARKING <input type="checkbox"/> UNASSIGNED
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® LOT DIMENSIONS: \_\_\_\_\_

AGENT INFORMATION > GENERAL > DESCRIPTION > **UNIT INFORMATION** > ADDITIONAL INFO > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**® ROOMS & BATHS** Please note: ALL fields are required in this section

EFFICIENCY: \_\_\_\_\_ # OF ROOMS: \_\_\_\_\_ # OF BEDROOMS: \_\_\_\_\_ # OF FULL BATHS: \_\_\_\_\_ # OF HALF BATHS: \_\_\_\_\_

**DESCRIPTION:**  DINING  POSSIBLE EXTRA SLEEP  
 DRYER  SUNROOM  
 FAMILY ROOM  WALK-THROUGH BDRM  
 FURNISHED  WASHER

**RENT (\$):** \_\_\_\_\_

**ROOM DIMENSIONS**

LIVING ROOM: \_\_\_\_\_ GREAT ROOM: \_\_\_\_\_ DINING ROOM: \_\_\_\_\_  
 KITCHEN: \_\_\_\_\_ BREAKFAST ROOM: \_\_\_\_\_ FAMILY ROOM: \_\_\_\_\_  
 BEDROOM 1: \_\_\_\_\_ BEDROOM 2: \_\_\_\_\_ BEDROOM 3: \_\_\_\_\_  
 BEDROOM 4: \_\_\_\_\_ LAUNDRY/UTILITY ROOM: \_\_\_\_\_

AGENT INFORMATION > GENERAL > DESCRIPTION > UNIT INFORMATION > **ADDITIONAL INFO** > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**ADDITIONAL INFORMATION:** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<b>® TENANCY (3):</b> <input type="checkbox"/> 1 OR MORE VACANT <input type="checkbox"/> LEASES <input type="checkbox"/> MONTH TO MONTH <input type="checkbox"/> NO LEASE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RESTRICTIONS <input type="checkbox"/> SECTION 8 <input type="checkbox"/> SUBSIDIZED RENTS <input type="checkbox"/> VAC LEASES	<b>® TENANT PAYS (6):</b> <input type="checkbox"/> ALL UTILITIES <input type="checkbox"/> CABLE TV/SATELLITE <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> NO FEES <input type="checkbox"/> NO UTILITIES <input type="checkbox"/> OTHER <input type="checkbox"/> PARKING <input type="checkbox"/> SEWER <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> WATER	<b>SOME APPLIANCES/AMENITIES (14):</b> <input type="checkbox"/> SOME DISHWASHER(S) <input type="checkbox"/> SOME DISPOSAL(S) <input type="checkbox"/> SOME FIREPLACE(S) <input type="checkbox"/> SOME INSULTD WINDOWS <input type="checkbox"/> SOME MICROWAVE(S) <input type="checkbox"/> SOME REFRIGERATOR(S) <input type="checkbox"/> SOME RANGE OVEN(S) <input type="checkbox"/> SOME SHOWER BATH(S) <input type="checkbox"/> SOME SMOKE/ALARM DET <input type="checkbox"/> SOME STORM DOORS <input type="checkbox"/> SOME STORM WINDOWS <input type="checkbox"/> SOME WALL TO WALL CP <input type="checkbox"/> SOME WASHER/DRYER(S) <input type="checkbox"/> SOME WINDOW TREATMNT	<b>MISCELLANEOUS (14):</b> <input type="checkbox"/> BALCONY <input type="checkbox"/> BASEMENT <input type="checkbox"/> BONUS ROOM <input type="checkbox"/> CHAIR LIFT <input type="checkbox"/> DECK <input type="checkbox"/> ELEVATOR IN RESIDENCE <input type="checkbox"/> FENCING <input type="checkbox"/> HIGH SPD CONNECTION <input type="checkbox"/> LAUNDRY FACIL- NONE <input type="checkbox"/> LAUNDRY FACIL IN <input type="checkbox"/> LAUNDRY FACIL-COMMTY <input type="checkbox"/> LAUNDRY FACILITY-PRIVATE <input type="checkbox"/> NO BASEMENT/SLAB <input type="checkbox"/> OTHER <input type="checkbox"/> PARTIAL FENCING <input type="checkbox"/> PATIO <input type="checkbox"/> STORAGE ROOM AVAIL <input type="checkbox"/> WHEELCHAIR ACCESSIBLE ENTRY
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AGENT INFORMATION > GENERAL > DESCRIPTION > UNIT INFORMATION > **ADDITIONAL INFO** > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**ADDITIONAL INFORMATION CONTINUED:** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<p><b>® DISCLOSURES (5):</b></p> <input type="checkbox"/> CITY <input type="checkbox"/> CODE COMPLIANCE REQD <input type="checkbox"/> FLOOD PLAIN NO <input type="checkbox"/> FLOOD PLAIN YES <input type="checkbox"/> HISTORIC RESTRICTION <input type="checkbox"/> LIMITED SELLER DISCL <input type="checkbox"/> LEASES AVAILABLE <input type="checkbox"/> OCCUPANCY PERM REQ <input type="checkbox"/> OTHR-CALL LIST AGENT <input type="checkbox"/> PROFIT & LOSS AVAILIA <input type="checkbox"/> SELLERS DISCL. AVAIL <input type="checkbox"/> SELLERS DISCL NOT AV <input type="checkbox"/> SEPTIC DISCLOSURE <input type="checkbox"/> UNINCORPORATED	<p><b>® CONDITIONS (2):</b></p> <input type="checkbox"/> ASBESTOS <input type="checkbox"/> LEAD BASE PAINT/PIPE <input type="checkbox"/> OTHER <input type="checkbox"/> SEE SELLER'S DISCL <input type="checkbox"/> UNKNOWN	<p><b>® FIXED EXPENSES (7):</b></p> <input type="checkbox"/> CABLE/SATELLITE <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> INSURANCE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> SEWER <input type="checkbox"/> TAXES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> WATER	<p><b>® OPERATING EXPENSES (7):</b></p> <input type="checkbox"/> ADVERTISING <input type="checkbox"/> FIXED EXPENSES <input type="checkbox"/> FLOOD INSURANCE <input type="checkbox"/> HEAT/COOLING <input type="checkbox"/> LAWN CARE <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER <input type="checkbox"/> SNOW REMOVAL <input type="checkbox"/> SUPPLIES
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<p><b>SPECIAL DESCRIPTION:</b></p> <input type="checkbox"/> DISPLAY <input type="checkbox"/> ENERGY STAR HOME <input type="checkbox"/> LEED-CERT. GREEN <input type="checkbox"/> NAHB/GBI VER. GREEN <input type="checkbox"/> NO STEP/RAMP ENTRY <input type="checkbox"/> OTHER <input type="checkbox"/> REHABBED <input type="checkbox"/> RENOVATED <input type="checkbox"/> SPEC HOME <input type="checkbox"/> SOME ACCESSIBLE FEATURES <input type="checkbox"/> SHORT SALE POSSIBLE	<p><b>OWNERSHIP:</b></p> <input type="checkbox"/> BANK <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE <input type="checkbox"/> OWNER BY CONTRACT <input type="checkbox"/> RELOCATION
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AGENT INFORMATION > GENERAL > DESCRIPTION > UNIT INFORMATION > **ADDITIONAL INFO** > UTILITIES, ASSUMPTIONS & FINANCIAL INFO

**UTILITIES:** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<p><b>® COOLING (6):</b></p> <input type="checkbox"/> 1 WINDOW/WALL <input type="checkbox"/> 2 WINDOW/WALL <input type="checkbox"/> 3 PLUS WINDOW/WALL <input type="checkbox"/> ATTIC FAN <input type="checkbox"/> CEILING FAN <input type="checkbox"/> CENTRAL-ELECTRIC <input type="checkbox"/> CENTRAL-GAS <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> INDIVIDUAL UNITS <input type="checkbox"/> NONE <input type="checkbox"/> OTHER <input type="checkbox"/> ZONED	<p><b>® SEWER (3):</b></p> <input type="checkbox"/> AERATOR <input type="checkbox"/> COMMUNITY <input type="checkbox"/> LAGOON <input type="checkbox"/> NOT CONNECTED <input type="checkbox"/> OTHER/NONE <input type="checkbox"/> PUBLIC <input type="checkbox"/> SEPTIC <input type="checkbox"/> SHARED <input type="checkbox"/> TERRE DU LAC	<p><b>® HEATING (5):</b></p> <input type="checkbox"/> ELECTRONIC AIR FLTRS <input type="checkbox"/> BASEBOARD <input type="checkbox"/> CEILING <input type="checkbox"/> CONVERSION <input type="checkbox"/> DUAL SYSTEM <input type="checkbox"/> FORCED AIR <input type="checkbox"/> GRAVITY AIR <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> HUMIDIFIER <input type="checkbox"/> INDIVIDUAL FURNACES <input type="checkbox"/> HOT WATER/STEAM <input type="checkbox"/> OTHER <input type="checkbox"/> RADIANT FLOOR <input type="checkbox"/> RADIATOR(S) <input type="checkbox"/> SPACE HEATERS	<p><b>CABLE AVAILABLE:</b></p> <input type="checkbox"/> YES <input type="checkbox"/> NO
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<p><b>® WATER (5):</b></p> <input type="checkbox"/> CISTERN <input type="checkbox"/> COMMUNITY <input type="checkbox"/> NOT CONNECTED <input type="checkbox"/> OTHER/NONE <input type="checkbox"/> PUBLIC <input type="checkbox"/> SHARED <input type="checkbox"/> WELL	<p><b>® HEAT SOURCE (3):</b></p> <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> OTHER <input type="checkbox"/> PROPANE <input type="checkbox"/> SOLAR	<p><b>PROPANE TANK:</b></p> <input type="checkbox"/> LEASED <input type="checkbox"/> NONE <input type="checkbox"/> OWNED	<p><b>® WATER HEAT (2):</b></p> <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> SOLAR <input type="checkbox"/> OTHER
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**ASSUMPTION INFORMATION** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<p><b>® 1ST ASSUMABLE:</b></p> <input type="checkbox"/> YES <input type="checkbox"/> NO	<p><b>APPROX ASSUMABLE BALANCE:</b> _____</p>	<p><b>ASSUMABLE MORTGAGE PAYMENT:</b> _____</p>	<p><b>ASSUMABLE PAYMENT:</b></p> <input type="checkbox"/> PI <input type="checkbox"/> PIT <input type="checkbox"/> PITI <input type="checkbox"/> OTHER
<p><b>YEARS REMAINING (#):</b> _____</p>	<p><b>ASSUMABLE INTEREST RATE (%):</b> _____</p>	<p><b>ASSUMPTION FEE (\$):</b> _____</p>	<p><b>2ND MORTGAGE</b></p> <input type="checkbox"/> YES <input type="checkbox"/> NO

**FINANCIAL / MISCELLANEOUS INFORMATION** Instructions: ® Denotes required information that must be provided. For Multiple Selections, Number in order of importance.

<p><b>® GROSS OPERATING INCOME (\$):</b> _____</p>	<p><b>® TOTAL EXPENSES (\$):</b> _____</p>	<p><b>® NET INCOME (\$):</b> _____</p>
<p><b>® SELLING TERMS (16):</b></p> <input type="checkbox"/> 2ND AVAILABLE <input type="checkbox"/> ASSUMPTION <input type="checkbox"/> BUY DOWN <input type="checkbox"/> CASH <input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> EXCHANGE <input type="checkbox"/> FHA <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> LEASE <input type="checkbox"/> OWNER MAY FINANCE <input type="checkbox"/> OTHER <input type="checkbox"/> PRIVATE <input type="checkbox"/> RENT <input type="checkbox"/> RRM/ARM <input type="checkbox"/> SELLER ASSIST <input type="checkbox"/> SELLER MAY PAY SMCLS <input type="checkbox"/> SELL AS ENTITY <input type="checkbox"/> SPECL FINCG CALL AGENT <input type="checkbox"/> TRADE-IN <input type="checkbox"/> VA	<p><b>® POSSESSION (8):</b></p> <input type="checkbox"/> 30 DAYS <input type="checkbox"/> AT CLOSING <input type="checkbox"/> IMMEDIATE <input type="checkbox"/> LEASE OUT STAND <input type="checkbox"/> NEGOTIABLE <input type="checkbox"/> OTHER <input type="checkbox"/> POSSESSION OTHER HM <input type="checkbox"/> SPECIFIC DATE <input type="checkbox"/> TENANTS RIGHTS <input type="checkbox"/> TO BE CONSTRUCTED <input type="checkbox"/> UNDER CONSTRUCTION	

**SELLER(S) SIGNATURE:** \_\_\_\_\_

# REMARKS

**Marketing Remarks**  
(MAXIMUM 1000)

Empty text box for Marketing Remarks.

**Agent-Only Remarks**  
(MAXIMUM 500)

Empty text box for Agent-Only Remarks.

**Directions to Property**  
(MAXIMUM 250)

Empty text box for Directions to Property.