Exclusive Right to Sell Listing Agreement for the property at _____

(full address including city & state) between BuySelf Realty, Inc. (referred to as "Broker") and customer ("Seller"). Multiple Listing Service referred to as "MLS"

Seller is paying a listing fee of _____ for **ONE** phone number _____ which will appear in the MLS and other advertising. Seller agrees that this phone number will be answered by a person or machine at all times. MLS regulations require a prompt call back for any Realtor request for a showing, and failure to do so may result in complaints and/or fines to BuySelf (recommended response within 2 hours of the call between 9am-5pm). If BuySelf receives complaints, fines, notice of non-payment, or if Seller fails to return BuySelf telephone calls about listing, BuySelf may change Seller's listing status to "Not Available To Show" until Seller corrects the problem. Seller will make property available for showings and understands that MLS regulations require a signed, written form if a home will be unavailable for showings for more than 24 consecutive hours. Seller will notify Realtor immediately and complete appropriate forms when Seller accepts an offer or the property is no longer for sale. Seller agrees to comply with Realtor's interpretation of MLS rules.

NOTICE: THE COMPENSATION FOR THE SALE, LEASE, RENTAL, OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKER'S CLIENT OR CUSTOMER.

1. Listing Price _____. Seller will pay a commission equal to _____ (3% if blank) of the sale price if Seller accepts an offer from a buyer who was shown the property or procured by a real estate agent. The commission will be paid in full upon the closing of the sale. Seller must pay this commission even if the buyer terminates their relationship with their agent. Seller agrees to comply with all MLS rules, which include that Seller will inquire if a buyer is working with a licensed real estate agent or broker. Seller agrees to not accept an offer from a buyer procured by a broker or agent unless that offer is accepted through the agent or broker. Seller understands that the buyer's commission is due and owing even if neither the agent nor agent commission is identified in the purchase agreement. Seller understands that the commission is due unless the buyer's agent or broker signs a written agreement waiving or reducing it. Seller agrees to pay a commission if one is due under the MLS procuring cause rules. Seller further agrees to indemnify and hold BuySelf Realty harmless from any and all claims, causes of action, liability, expenses, and/or legal fees arising out of a claim for a commission due to an agent in connection with the sale of Seller's property, including after expiration or termination of this listing agreement. In the interest of guarding against any unexpected claim for commission, Seller agree to secure from any buyer who claims that they are not represented by an agent or broker a signed Buyer Statement of No Agent Involvement (buyself.com/buyernoagent.pdf) and Agency Disclosure Statement. Seller agrees that Broker may collect a sum out of the proceeds realized from the sale of property in an amount sufficient to satisfy a claim for a commission, to be held in trust for up to 180 days in the event an agent claims that they are entitled to a commission.
2. Seller may instruct that listing status be changed to 'canceled' at any time. Listing will expire _____ (date) Payments made or due to Broker are not refundable, and payable whether property sells or not. Setting the listing status to 'canceled' enables Seller to list the property with another broker. Payments to Broker are payment for services rendered, not trust account deposits. Seller authorizes Broker to share its compensation with other real estate brokers. Broker's company policy is to cooperate and extend the commission offer to all agents who represent a buyer or work as a facilitator to bring a buyer to the transaction. The buyer agent commission may need to be paid to Broker and forwarded to buyer's broker; Broker will not retain any portion of the buyer agent commission.
3. Seller understands that the purchase agreement may require that Seller deliver any earnest money that Seller receives within one business day. Seller agrees to deliver the earnest money in accordance with the policy and/or purchase agreement. Seller agrees to send legible, fully executed copies of the purchase agreement, any addenda, disclosures, or any other documents following the acceptance or rejection of the purchase agreement. Seller agrees to send a true and correct copy of the closing settlement statement to Broker within one day following closing. If Seller fails to deliver any of the documents described in this paragraph within one business day of the event, Seller agrees to pay to Broker an administrative charge of $43 per document, up to a maximum of $172. Seller will cooperate with Broker to place the listing so that it is in compliance with any and all laws and regulations.
4. Seller has agrees to Broker's return of hardware policy on the BuySelf website. Seller understands that Seller is responsible for the rented yard sign(s). Seller further understands that Broker may charge a fee of up to $149 if the sign is lost, damaged or not available for a scheduled pickup. Pursuant to MLS Rules, only yard signs approved by Broker may be placed on the property.
5. Seller confirms they are representing themselves. Seller understands that Broker provides facilitator services and may use MN licensed agents as joint listing agents to provide services. Seller agrees to seek advice from an attorney if Seller feels that legal advice is necessary in connection with Seller's transaction. Seller also understands that Broker does not provide any advice with regard to wells or septic systems. Broker does not represent Seller or owe Seller any fiduciary duties not specified in this agreement, such as earnest money deposit verification. Broker may not be an expert or specialist in the area where the property is located. Seller understands that in exchange for the agreed upon lower fee schedule, Broker's services do not include all of the services which are traditionally rendered by real estate agents who charge more traditional higher commission rates. Seller understands they are receiving the specific services purchased from Broker and nothing further. In the event that Seller or Broker brings an action to enforce this

Agreement, the prevailing party in such action shall be entitled to recover all costs and expenses including all reasonable attorney's fees and court costs. Seller understands that Broker's maximum liability (including legal fees) under this agreement is the listing fee listed above. Seller's property is not currently listed or under contract with another broker.

6. Seller shall surrender any abstract of title and a copy of any owner's title insurance policy for this Property, if in Seller's possession or control, to Buyer or Buyer's designated title service provider. Seller shall use Seller's best efforts to provide marketable title by the date of closing as agreed to in a purchase agreement. Seller shall sign all documents necessary to transfer to Buyer marketable title to the Property. If signing on behalf of organization (llc, corporation, estate, trust, etc.), signer acknowledges personal guarantee and indemnity to Broker. Seller has the full legal right to sell the Property without any other party's agreement. Seller understands that both spouses must sign this listing agreement and any other transaction documents when the property is owned as an individual.
7. Seller understands that a short sale, or the possibility of a short sale, must be disclosed to broker and MLS at time of listing. A short sale is where the purchase price will not be enough to cover outstanding debt & obligations on the property, and the seller is unable to pay for these obligations at closing and may request lenders to accept a reduced settlement for the debt. Broker is not a short sale expert and recommends seller obtain experienced professional assistance for such a transaction. Seller understands that short sale requests must be initiated more than 90 days before any potential closing, and short sales can take 6-9 months for the lender to give final approval.
8. Seller understands that it is solely Seller's responsibility to comply with any municipal requirements, including city inspections. Seller further understands that it is Seller's responsibility to accurately and thoroughly complete any disclosure statements required by law or the buyer. Seller understands that no representative of Broker will visit or inspect Seller's property or information submitted. Seller further understands that it is Seller's sole responsibility to accurately represent and communicate the true condition of Seller's property to any potential buyer or third party and to disclose, in writing, to potential purchasers all material facts of which Seller is aware which could adversely and significantly affect a purchaser's use and enjoyment of the property, or any intended use of property of which Seller is aware. Broker will rely on the accuracy of the information Seller provides to Broker. Seller agrees to review the entire listing for any inaccuracy after every change. Seller agrees to indemnify and hold harmless Broker from and against any and all claims, liability, damage or loss arising from any misrepresentation, misstatement, omission of fact or breach of a promise by Seller, including municipal inspections or disclosure requirements. Seller agrees to indemnify and hold harmless Broker from any and all claims or liability related to damage or loss to the Property or its contents, or any injury to persons in connection with the marketing of the Property. Indemnification by Seller shall not apply if the damage, loss or injury is the result of the willful misconduct of the Broker. Seller will review and be responsible for MLS listing accuracy and completeness. Governments and other third parties require payment of certain closing costs that reduce the sellers proceeds or increase the cash outlay at closing.
9. Seller should prepare property for showing by removing or protecting any valuable, breakable, or items susceptible to theft or damage. Seller will notify Broker and each individual showing party of any potentially dangerous conditions in the property. The key lock box is to be used only with verified real estate agents. Seller acknowledges that neither Broker, the MLS, the Minnesota Association of REAdamageLTORS®, nor any other broker is insuring Seller or occupant against theft, loss or vandalism.
10. Seller hereby represents to Broker that Seller is not a MN licensed real estate agent or broker (cross out this sentence if you are). Seller will arrange for a qualified closing agent/service or attorney to conduct the closing. To secure payment of the commission Seller hereby assigns to Broker the proceeds from the sale of property in an amount equal to the commission due under this contract. Seller understands that Seller may also offer a home warranty to the buyer for an extra charge through Broker/its vendors.
11. Hackers are targeting real estate sellers and buyers: Seller will not provide bank account numbers to anyone (such as closing company or attorney) without first verifying their identity through a trusted third party.
12. While the MLS listing is guaranteed, all websites that show the listing are independent companies and their relationship to MLSs, brokers, and listings can change or stop at any time, and cannot be guaranteed.
13. Inquiries forwarded by Broker are not vetted or screened in any way-seller should appropriately vet and take precautions against the possibility of impostors, emailed virus attachments, fraud, predators, swindlers, thieves, burglars, possible stolen identities, fake offers, check deposit bouncing earnest money schemes, phishing, and any other kinds of threats when dealing with the public.

CLOSING SERVICES NOTICE: THE REAL ESTATE BROKER, REAL ESTATE SALESPERSON, OR REAL ESTATE AGENT HAS NOT, AND UNDER APPLICABLE STATE LAW, MAY NOT EXPRESS OPINIONS REGARDING THE LEGAL EFFECT OF THE CLOSING DOCUMENTS OR OF THE CLOSING ITSELF.

In the event an agent requests a showing and Seller is unable to find a mutually agreeable showing time, Seller will notify the broker within one business day. Seller will not refuse to sell, or discriminate in the terms, conditions or privileges of sale, to any person due to their race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, handicap, whether physical or mental, sexual orientation or family status. Local ordinances may include other protected classes. Seller will comply with Federal Law requires a signed lead paint disclosure to be a part of the purchase agreement for all properties built before 1978.

In the event of an additional charge as required by this agreement, Seller agrees to pay the amount and sign a credit card authorization approving the charge to Seller's card or provide payment by check within 5 days. If Broker does not receive payment within 5 days, Broker may collect its reasonable costs of collecting said fee, including a $99 collection fee, any filing fees, costs and attorney's fees incurred by Broker in connecting said amounts.

Please email all pages to customer@buyself.com

Seller agrees to provide, upon request by Broker: 1) The names of all agents or buyers who have viewed the property during the listing, (2) a signed statement that Seller owns and has full intellectual property rights to all the photos and text that Seller provides to Broker for this listing, and that Broker and MLS has unlimited right to publicize this information, and (3) a signed statement that no parts of a purchase agreement have been hidden from/not provided to the closer, broker's, and/or buyer's lender.

MLS Disclosure: The Seller acknowledges the following disclosures:

1. All data submitted to the MLS becomes the sole property of MLS.
2. The MLS assumes no responsibility or liability to the Seller for errors or omissions in the MLS computer system.
3. The Broker is required to promptly provide information to the MLS about any change in status or price of the Seller's listing.
4. If the Seller's property is sold, the Broker must report to the MLS the price and terms of the sale.
5. Neither the Seller nor any prospective buyer of the property can alter the Broker's responsibility to report all such data to the MLS by agreement among them.
6. The MLS shall retain and make available all such data and photographs to all its participants (real estate brokers, appraisers, and affiliated professionals) for an indefinite period.
7. Under no circumstances will the MLS permit data about the Seller's listing to be deleted from MLS' systems in order to conceal any information, including information that the property was listed for a period of time by another broker or brokers.
8. The Broker's use of MLS' systems is subject to the duties imposed on the Broker by the rules and regulations of MLS and by the Code of Ethics of the National Association of Realtors®.

Seller is responsible for compliance with any laws regarding usage of video or audio recording devices while marketing or showing the property. Seller should seek legal advice regarding their rights or limitations related to their actions.

Sellers preferred terms of sale: Cash, Conventional Financing, Circle if desired: FHA, VA, and _____.

CERTIFICATION INDIVIDUAL TRANSFEROR: Section 1445 of the Internal Revenue code provides that a transferee (buyer) of a U.S. real property interest must be notified in writing and must withhold tax if the transferor (seller) is a foreign person and the sale price exceeds $300,000. In the event transferor (seller) is a foreign person and the sale price exceeds $300,000, requirements of the 1980 Foreign Investment in Real Property Tax Act (FIRPTA) will be fulfilled. Seller(s) states and acknowledges the following:

Seller is a citizen of the United States or, if a corporation, partnership or other business entity, duly incorporated in the United States or, if a partnership or business entity, formed and governed by the laws of the United States:

☐Yes ☐No If "No," please state country of citizenship, incorporation or the like:_____
Under the penalties of perjury Seller declares that Seller has examined this certification and, to the best of Seller's knowledge and belief, it is true, correct and complete.

Seller understands that if Seller cancels this listing agreement that it does not affect Seller's obligation to pay Broker the commission described in Section 1 of this agreement.

If, within 180 days (not to exceed 180 days) after the end of this Contract, Seller sells or agrees to sell the Property to anyone who: (1) during this Contract made inquiry of Seller about the property and was represented by, involved with, or procured in part by an agent and Seller did not tell Broker about the inquiry in writing; or (2) during this Contract made an affirmative showing of interest in the Property and was represented by, involved with, or procured in part by an agent and whose name and address is on a written list Broker gives Seller within 72 hours after the expiration date of this Contract, then Seller shall still pay the buyer agent commission, even if Seller sells the Property without Broker or the procuring broker's assistance. Seller understands that after the expiration of this agreement, that Seller is no longer obligated to pay the commission described in Section 1 of this agreement. Seller understands that Seller does not have to pay the buyer agent commission if Seller signs another valid listing contract for this Property after the expiration of this Contract, under which Seller is obligated to compensate another licensed real estate broker. Seller understands that MLS rules require that commission disputes are resolved before binding arbitration of Realtor arbitrators and that Broker is not required to arbitrate a dispute on Seller's behalf. Seller understands that if an agent or broker demands arbitration for the purpose of resolving a dispute concerning a claimed commission, that Seller is obligated to participate in the arbitration process or pay the claimed commission due. Seller understands that Seller is fully responsible to pay any award issued through an MLS arbitration proceeding in connection with the sale of Seller's property. Seller further understands that Seller is obligated to

compensate Broker for its time, costs and fees incurred in participating in any MLS arbitration proceeding relating to the sale of Seller's property.

The parties agree that any claim or dispute between them or against any agent, employee, successor, or assign of the other, whether related to this agreement or the relationship or duties contemplated under this contract, including the validity of this arbitration clause, shall be resolved by binding arbitration by the National Arbitration Forum, under the *Code of Procedure* then in effect. Any award of the arbitrator(s) may be entered as a judgment in any court having jurisdiction. In the event a court having jurisdiction finds any portion of this agreement unenforceable, that portion shall not be effective and the remainder of the agreement shall remain effective. Information may be obtained and claims may be filed at any office of the National Arbitration Forum, at www.adrforum.com, or by mail at P.O. Box 50191, Minneapolis, MN 55405. This agreement shall be governed by and interpreted under the Federal Arbitration Act, 9 U.S.C. Sections 1-16.

Broker does not offer to represent both buyer and Seller in the same transaction (Dual Agency does not apply). MN statutes still require the following paragraph appears in all listing agreements:
If a buyer represented by broker wishes to buy the seller's property, a dual agency will be created. This means that broker will represent both the seller(s) and the buyer(s), and owe the same duties to the buyer(s) that broker owes to the seller(s). This conflict of interest will prohibit broker from advocating exclusively on the seller's behalf. Dual agency will limit the level of representation broker can provide. If a dual agency should arise, the seller(s) will need to agree that confidential information about price, terms, and motivation will still be kept confidential unless the seller(s) instruct broker in writing to disclose specific information about the seller(s). All other information will be shared. Broker cannot act as a dual agent unless both the seller(s) and the buyer(s) agree to it. By agreeing to a possible dual agency, the seller(s) will be giving up the right to exclusive representation in an in-house transaction. However, if the seller(s) should decide not to agree to a possible dual agency, and the seller(s) want broker to represent the seller(s), the seller(s) may give up the opportunity to sell the property to buyers represented by broker.

Seller's Instructions to Broker

Having read and understood this information about dual agency, seller(s) now instructs broker as follows:
Yes Seller(s) will agree to a dual agency representation and will consider offers made by buyers represented by broker.
No Seller(s) will not agree to a dual agency representation and will not consider offers made by buyers represented by broker.

Real Estate Company Name: BuySelf, Inc.

_____ By: _____

Seller SIGNATURE DATE Salesperson

_____

Seller SIGNATURE DATE

Seller may not cut out a broker that procures a buyer by canceling the listing. Any change to the original text of this agreement as provided by Broker must be initialed by both parties to be in effect.

THIS IS A LEGALLY BINDING CONTRACT BETWEEN SELLER AND BROKER. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

_____ _____

SIGNATURE DATE Seller Email Address for Showing Requests, check regularly

_____ Preferred Listing Start Date:_____

PRINT NAME CIRCLE MARITAL STATUS➢ MARRIED SINGLE **Must be no earlier** than the day you send paperwork to us, or a future date

_____

SIGNATURE DATE

_____ _____

PRINT NAME CIRCLE MARITAL STATUS➢ MARRIED SINGLE BuySelf, Inc. Representative SIGNATURE DATE

Each Seller must sign this page twice, directly above and in section "Seller's Instructions to Broker"

Please email all pages to customer@buyself.com

AGENCY RELATIONSHIPS IN REAL ESTATE TRANSACTIONS

MINNESOTA LAW REQUIRES that early in any relationship, real estate brokers or salespersons discuss with consumers what type of agency representation or relationship they desire.(1) The available options are listed below. This is **not** a contract. **This is an agency disclosure form only. If you desire representation you must enter into a written contract, according to state law** (a listing contract or a buyer/tenant representation contract). Until such time as you choose to enter into a written contract for representation, you will be treated as a customer and will not receive any representation from the broker or salesperson. The broker or salesperson will be acting as a Facilitator (see paragraph IV on page two (2)), unless the broker or salesperson is representing another party, as described below.

ACKNOWLEDGMENT: I/We acknowledge that I/we have been presented with the below-described options. I/We understand that until I/we have signed a representation contract, I/we am/are not represented by the broker/salesperson. I/We understand that written consent is required for a dual agency relationship.

THIS IS A DISCLOSURE ONLY, NOT A CONTRACT FOR REPRESENTATION.

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)

I. **Seller's/Landlord's Broker:** A broker who lists a property, or a salesperson who is licensed to the listing broker, represents the Seller/Landlord and acts on behalf of the Seller/Landlord. A Seller's/Landlord's broker owes to the Seller/Landlord the fiduciary duties described on page two (2).(2) The broker must also disclose to the Buyer material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.) If a broker or salesperson working with a Buyer/Tenant as a customer is representing the Seller/Landlord, he or she must act in the Seller's/Landlord's best interest and must tell the Seller/Landlord any information disclosed to him or her, except confidential information acquired in a facilitator relationship (see paragraph IV on page two (2)). In that case, the Buyer/Tenant will not be represented and will not receive advice and counsel from the broker or salesperson.

II. **Buyer's/Tenant's Broker:** A Buyer/Tenant may enter into an agreement for the broker or salesperson to represent and act on behalf of the Buyer/Tenant. The broker may represent the Buyer/Tenant only, and not the Seller/Landlord, even if he or she is being paid in whole or in part by the Seller/Landlord. A Buyer's/Tenant's broker owes to the Buyer/Tenant the fiduciary duties described on page two (2).(2) The broker must disclose to the Buyer material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.) If a broker or salesperson working with a Seller/Landlord as a customer is representing the Buyer/Tenant, he or she must act in the Buyer's/Tenant's best interest and must tell the Buyer/Tenant any information disclosed to him or her, except confidential information acquired in a facilitator relationship (see paragraph IV on page two (2)). In that case, the Seller/Landlord will not be represented and will not receive advice and counsel from the broker or salesperson.

III. **Dual Agency - Broker Representing both Seller/Landlord and Buyer/Tenant:** Dual agency occurs when one broker or salesperson represents both parties to a transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual agency requires the informed consent of all parties, and means that the broker and salesperson owe the same duties to the Seller/Landlord and the Buyer/Tenant. This role limits the level of representation the broker and salesperson can provide, and prohibits them from acting exclusively for either party. In a dual agency, confidential information about price, terms and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents may not advocate for one party to the detriment of the other.(3)

Within the limitations described above, dual agents owe to both Seller/Landlord and Buyer/Tenant the fiduciary duties described below.(2) Dual agents must disclose to Buyers material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.)

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IV. **Facilitator:** A broker or salesperson who performs services for a Buyer/Tenant, a Seller/Landlord or both but does not represent either in a fiduciary capacity as a Buyer's/Tenant's Broker, Seller's/Landlord's Broker or Dual Agent. **THE FACILITATOR BROKER OR SALESPERSON DOES NOT OWE ANY PARTY ANY OF THE FIDUCIARY DUTIES LISTED BELOW, EXCEPT CONFIDENTIALITY, UNLESS THOSE DUTIES ARE INCLUDED IN A WRITTEN FACILITATOR SERVICES AGREEMENT.** The facilitator broker or salesperson owes the duty of confidentiality to the party but owes no other duty to the party except those duties required by law or contained in a written facilitator services agreement, if any. In the event a facilitator broker or salesperson working with a Buyer/Tenant shows a property listed by the facilitator broker or salesperson, then the facilitator broker or salesperson must act as a Seller's/Landlord's Broker (see paragraph I on page one (1)). In the event a facilitator broker or salesperson, working with a Seller/Landlord, accepts a showing of the property by a Buyer/Tenant being represented by the facilitator broker or salesperson, then the facilitator broker or salesperson must act as a Buyer's/Tenant's Broker (see paragraph II on page one (1)).

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(1) This disclosure is required by law in any transaction involving property occupied or intended to be occupied by one to four families as their residence.

(2) The fiduciary duties mentioned above are listed below and have the following meanings:
Loyalty - broker/salesperson will act only in client(s)' best interest.
Obedience - broker/salesperson will carry out all client(s)' lawful instructions.
Disclosure - broker/salesperson will disclose to client(s) all material facts of which broker/salesperson has knowledge which might reasonably affect the client(s)' use and enjoyment of the property.
Confidentiality - broker/salesperson will keep client(s)' confidences unless required by law to disclose specific information (such as disclosure of material facts to Buyers).
Reasonable Care - broker/salesperson will use reasonable care in performing duties as an agent.
Accounting - broker/salesperson will account to client(s) for all client(s)' money and property received as agent.

(3) If Seller(s)/Landlord(s) elect(s) not to agree to a dual agency relationship, Seller(s)/Landlord(s) may give up the opportunity to sell/lease the property to Buyer(s)/Tenant(s) represented by the broker/salesperson. If Buyer(s)/Tenant(s) elect(s) not to agree to a dual agency relationship, Buyer(s)/Tenant(s) may give up the opportunity to purchase/lease properties listed by the broker.

NOTICE REGARDING PREDATORY OFFENDER INFORMATION: Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the property is located, or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections Web site at www.corr.state.mn.us.

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MLS Ownership Declaration

Property Address: _____

Ownership: Property is owned by: :

☐ Individual(s)-if all individuals listed on the property tax records **and their spouses** are not signing the forms, please contact us before sending. Please list all individual owners:

Owner 1 print name: _____ circle: not married/married to

print Owner 1 spouse name: _____

Owner 2 print name: _____ circle: not married/married to

print Owner 2 spouse name: _____

If more than two individual owners, please list all owner names and their spouses' names

☐ Estate/Trust/Corporation/LLC Please provide executed legal documents showing that listing agreement signer(s) are authorized to sell property, such as Operating Agreement, Probate, Trust Agreement, Appointment of Executor, etc.

Property Tax Assessment:

Property tax assessments are rare, but need to be disclosed if they exist and a balance is still owed. Assessments are when a taxing authority (usually city, township, county, etc.) makes some kind of improvement near a property, and adds an additional amount to the regular property tax payment a property must pay. Sellers are typically very aware of the assessment because they receive lots of mail about the proposal, a public hearing, a vote on whether it is approved, and how much each individual property owner will be assessed. Typically, owners are given the option to pay the entire amount right away, or pay it over X number of years. If it is paid over years, then a buyer needs to know the additional amount payable per year, and the current balance.

Does the property you are listing have a Property Tax Assessment balance?

☐ No

☐ Yes: Additional $ added to regular property taxes per year: _____

Current balance of assessments yet unpaid: _____

On the attached pages, please pay special attention to the fields marked required, as if they are not completed they can **delay your listing input.**

Click to Show/Showingtime Showing Scheduling Setup

Agents no longer want to have to call to schedule a showing and wait for a response. Now, nearly all agents prefer to schedule showings by clicking rather than calling.

This is an non-mandatory service that is highly convenient for sellers to securely confirm showing requests. Agents will request showings and the owner will receive an email, sms text message, or both email and text message which the owner can indicate the showing time and date is approved or declined. If the owner approves the showing, the system delivers the showing instructions indicated below to the agent. If a showing is declined the agent will just be sent a decline notice with no instructions. Auto-approve is available for vacant properties, or flexible sellers who do not wish to approve each individual showing request date/time.

Warning: Some agents are substantially less likely to show your property, or to schedule a showing but not show up if this service is not set up. Using this service maximizes the chances you can respond quickly to short notice showings. Some agents use only this service for their showings, and if this service does not display the showing instructions and showing confirmation, they will not show the property even if they received some other communication (email, voicemail) with the showing confirmation.

REQUIRED: How can the buyer agent access the home once the owner approves the showing?	Key lock box, combination is _____ located on (circle) front door or other (describe) _____ (not recommended) Provided Access by circle: Concierge, Doorman, Gate Guard, Owner, Tenant Keypad, combination is _____ located beside (circle) front door or other
Are there other instructions an agent should know? IMPORTANT: Instructions **may not contain a request to call/text anyone.** Instructions must be complete with no additional info/steps needed	Circle all that apply: Leave a business card Remove shoes Turn off lights when done Leave lights on For condos: Suggested parking location:
REQUIRED: How do you want to be notified of showing requests?	**Select one or both:** Text message to mobile phone number: _____ (standard text messaging charges from your carrier will apply) Email notification to: _____

You will receive an email from Showingtime suggesting you download an App **WE DO NOT RECOMMEND the Showingtime App**. Our sellers have found the App unreliable and poorly supported. Emails and text messages are user friendly, reliable, and work much better than the App.

Questionnaire

If you didn't use this service, what is the name of the company you would have used?

_____

Why did you select this website over the company you mentioned above?

_____

_____

_____

_____

How did you hear about this website? Did you find us online? If so what search engine terms did you use?

_____

_____

Please estimate the number of minutes it took you to complete the listing forms:

_____ minutes

How much influence did online past customer reviews have on selecting BuySelf? Circle One:

Did Not Read Reviews, No Influence, Little Influence, Significant Influence, Complete Influence

Please return this page with your listing agreements. Thank you.