



FAX Back or try our secure
online order form!

<https://www119.safesecureweb.com/fsbova/adorder.aspx>

If you do the online order form; then you will only need
to fax back the below credit card authorization

Ad Placement Steps

To:
From: Debbie Kent; dk@gotofsbo.com – FAX 866-485-9310
Date:
Re: Ad Placement Steps

The For Sale By Owner Staff 703/551-4757 Nrthrn VA & Prince William ----- 540/582-5777 Fred'brg/Stafford/Spotsylvania areas ----- 703/421-8377 Fairfax/Loudoun Areas
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Next Deadline Date Is: THURSDAY

Magazine Issue Date Is: SEE WEBSITE WWW.GOTOFSSBO.COM

To place an ad in the For Sale By Owner magazine - Please:

- Read the Attached FSBO Policy & Sign & Date
- Fill in the Order Form
- Fill in the Credit Card Authorization Form

Fax or E-mail Back to Us Today:

- Filled in FSBO Order Form, Policy (signed) and Credit Card Authorization Form
- Script (fax or e-mail)
- Directions to your property (fax or e-mail)

Email, drop off or Mail us your Pics:

- Main Photo
- Slideshow Pictures Labeled w/Last Name & Room (Don't need for deadline, but if you purchased it – the sooner you provide the pics, the sooner you will be loaded on web.)

Please note: FSBO Services **no longer accepts personal checks** but will honor money orders, cashiers' checks or a certified check **or VISA and MASTERCARD**. You are now on your way to joining the many other successful home sellers that are advertising with us. We wish you much success for the upcoming year.

FAX: 866-485-9310



GoToFSBO.com ADVERTISING ORDER FORM

Advertising Rep: _____

Gave to Jim _____

703/551-4757 Nrthrn VA; 703/421-8377 Fairfax/Loudoun
540/582-5777 Fred'brg; Fax: 866-485-9310
E-Mail: dk@gotofsbo.com; web: www.gotofsbo.com

FOR OFFICE USE		
# Issues:	Mag Start:	Invoice #:
FSBO Kit	Driver - To Mail - Gave	
Terms:	Fx - To Mail - Driver - Rcv	
HW Pprwrk:	Fx - To Mail - Driver - Rcv	
Slideshow:	Provided - Jim to Do	

1 Personal Information:	Photographs
Name _____	Pictures: (Circle One) FSBO To Take \$40 or Provided on: Print E-mail Disk IMPORTANT: If providing photos, they must be labeled with your last name & rm (exp: smithlivingrm) or they will be returned. Thanks Did You Attend a Seminar: Yes / No Woodbridge, Chantilly, Tysons, Fred'burg
Address _____ City _____ State _____ Zip Code _____	
Home Phone _____ Work Phone _____ Cell Phone _____	
E-mail Address _____ Fax Phone _____	

2 Property Information: This info is also used on internet (if purchased)									
Property Address (if different from above) _____	City _____	State _____	Zip Code _____						
Subdivision: _____	County: _____	Sq Ft: _____	Age: _____	Bedrooms: _____	Baths: _____	# Floors (inc bsmt): _____			
Ad/Sign Phone #: _____	Price of Home: _____	Lot Size _____	Garage: Yes / No _____	1, 2, ___ Attached/Detached		Carport: Yes / No _____			
Property Type (Circle One) Single Fam, Condo, TH (End or Interior Unit) Land/Acreage, Other (Explain): _____	Floorplan (Circle One) Colonial, Ranch/Rambler, Split Level, Split Foyer, Tudor, Victorian, Cape Cod, Log, Cottage, Duplex	Heat Type: Baseboard, Steam, Elec, Gas, Heatpump Central AC: Yes / No _____							
Rooms (Circle) Liv Rm, Din Rm, LR/DR Combo, Fam Rm, Rec Rm, Eat-In Kitchen Yes/No, Bsm't: Full or Partial Finished / Part Fin / Unfin Rough-In: Y / N Walkout: Y / N	Patio: _____	Fireplace: Yes / No (Gas Burn / Wdburn / Wdstove) What Rm(s): _____ Type: Brick / Stone / Marble							

3 Advertising:	Costs:																																												
How did you hear about FSBO? Yellow Pg: Verizon, Yellow Bk, Community Internet _____, Postcard _____ Friend/Nghbor _____, Radio _____, TV _____ Store (which store) _____, Other _____	Advertising Package (Circle One): Enchilada, Works, Economy, A-La-Carte Print Magazine (Circle One): Yes # issues ___ / No Ad Size (Circle One): 1/8 1/4 1/2 Full Pg Term (Circle One): *6 Mnth / 24 wk max, 12 wks, 8 wks, 4 wks																																												
Directions to Property:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Ad Pkg (Circle)</th> <th style="width: 70%;">Print Mag Billed at Printing</th> </tr> </thead> <tbody> <tr> <td>Photo/Sign Dlvry/Mail</td> <td>\$30mail/ \$65/\$100 Rush</td> </tr> <tr> <td>Banner \$30 / Feature Hme</td> <td>\$40 / Misc</td> </tr> <tr> <td>Front / Back Cover</td> <td></td> </tr> <tr> <td>MLS-\$195/\$295/\$500</td> <td>E-mail Support Only Recommend Adding Assist Opt</td> </tr> <tr> <td>Asst Optn Inc w/Enchilada</td> <td>Bus Hr \$475 / Bus Hr & Aft Hr \$975</td> </tr> <tr> <td>Assist w/Paperwork/Consultation</td> <td>\$50 per hr</td> </tr> <tr> <td>Rush Fee</td> <td>\$50 / \$100</td> </tr> <tr> <td>CMA/Appraisal</td> <td>\$30 - Ord:</td> </tr> <tr> <td>Internet Slide Show Only</td> <td>\$199/6 mth or (one pic only \$45)</td> </tr> <tr> <td>LockBox</td> <td>\$50 +\$150 Deposit</td> </tr> <tr> <td>Yard Sign Pst / Frm</td> <td>\$30 Frm or \$65 Pst</td> </tr> <tr> <td>Sign Deposit</td> <td>\$10/\$20 Frm; \$20/\$40 Pst</td> </tr> <tr> <td>Info Box - \$22 or</td> <td>Info Tube - \$10</td> </tr> <tr> <td>HFS/OH Directnl</td> <td>White&Red/ Deluxe</td> </tr> <tr> <td>Econ Signs</td> <td>\$3.00/each</td> </tr> <tr> <td>Rider Inserts</td> <td>\$7.00/each</td> </tr> <tr> <td>Fast Foto Flyer</td> <td>(Unlim/Print) \$30</td> </tr> <tr> <td>Book</td> <td>\$13.80</td> </tr> <tr> <td>St. Joseph</td> <td>\$7.00</td> </tr> <tr> <td>Home Warranty</td> <td>OLD / HMS (\$75 upfront/Bal at Closing) Insert Y/N</td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table>	Ad Pkg (Circle)	Print Mag Billed at Printing	Photo/Sign Dlvry/Mail	\$30mail/ \$65/\$100 Rush	Banner \$30 / Feature Hme	\$40 / Misc	Front / Back Cover		MLS-\$195/\$295/\$500	E-mail Support Only Recommend Adding Assist Opt	Asst Optn Inc w/Enchilada	Bus Hr \$475 / Bus Hr & Aft Hr \$975	Assist w/Paperwork/Consultation	\$50 per hr	Rush Fee	\$50 / \$100	CMA/Appraisal	\$30 - Ord:	Internet Slide Show Only	\$199/6 mth or (one pic only \$45)	LockBox	\$50 +\$150 Deposit	Yard Sign Pst / Frm	\$30 Frm or \$65 Pst	Sign Deposit	\$10/\$20 Frm; \$20/\$40 Pst	Info Box - \$22 or	Info Tube - \$10	HFS/OH Directnl	White&Red/ Deluxe	Econ Signs	\$3.00/each	Rider Inserts	\$7.00/each	Fast Foto Flyer	(Unlim/Print) \$30	Book	\$13.80	St. Joseph	\$7.00	Home Warranty	OLD / HMS (\$75 upfront/Bal at Closing) Insert Y/N	TOTAL	
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Payment: circle one	Photo Identifiers/Notes:				
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Read & Sign:	
<p>I Understand All Sales are final. There are NO Refunds, NO Exceptions once I place my order with For Sale By Owner Services, regardless of how I place my order, when I sell my property or cancel the ad. Should I list my property with a company that does NOT allow me to continue my FSBO effort, I understand that my ad will be cancelled immediately. *The "Enchilada" and the "Works" Packages have a time limit of 24 weeks. The publisher reserves the right to limit, edit or refuse any ad. If any error or omission of an advertisement occurs due to the fault or neglect of the publisher, the publisher shall make corrected insertion of the advertisement in the next publication. If the mistake is deemed, at the sole discretion of the publisher, to be a critical error (ie. incorrect phone number, etc), the advertisement will be extended for 1 issue to compensate for the error. Under no circumstances is this contract subject to cancellation, termination or refund due to any error or omissions. Signs Must be Returned CLEAN to FSBO Services before Ad expiration/Sold Date. There is a \$35.00 returned check or declined/rejected credit card charge. Seller will provide buyer's name, where closing and when within 12 hours of receiving a contract. FSBO reserves right to change magazine layout/length at any time. Sign/Lockbox deposits are refunded within 6 wks of return and all terms were met. I have read and agree to the Detailed Terms & Agreement & Sign Rental Policy included with this invoice.</p>	<p>My signature authorizes payment & acceptance of terms. I have read, understand & agree to the above rates & FSBO terms & conditions. I understand there are NO REFUNDS.</p> Signature: _____ Date: _____

CREDIT CARD PAYMENT AUTHORIZATION

Please Complete & Fax Back to 866-485-9310!!

I, _____ do hereby authorize For Sale By Owner Services to place the following amount of \$_____ on my **Visa / Mastercard** to add the below service(s) to my account:

_____.

I understand that there are **NO REFUNDS – No Exceptions** and have read the terms (Agreement and Release and the Sign Rental Policy) that may be found on www.gotofsbo.com.

My charge card # is _____

VISA OR MASTERCARD ONLY PLEASE

CREDIT CARD Billing Address _____

City, State, Zip _____

Charge Card Expiration Date is _____.

3 Digit Number on Back of Card: _____

My Authorization Signature: _____

All signage and/or lockbox deposits are refunded within 6 weeks – upon return of all rented items by exp date. Should FSBO pick up lockbox or signs, we forfeit deposit(s).

MLS Clients

If utilizing a FSBO Lockbox, I agree to pay \$50 for the lockbox and a deposit of \$150.00 in which \$150.00 will be refunded to me after I have returned the lockbox & signs to the FSBO Office. Refunds may take up to 6 weeks. If I request FSBO to pick up the lockbox &/or signs, I understand my deposit(s) will be forfeited. **Either way the lockbox &/or signs must be returned before closing, cancellation or MLS expiration.** Should I wish to cancel my listing, I understand I need to return the lockbox &/or signs before cancellation can take effect. Failure to return lockbox will incur another \$100 fee on my card & see sign rental for sign fees. Should I wish to cancel my MLS prior to 90 days, there is a \$250 cancellation fee – unless home is sold, rented or military orders have changed.

In addition, I am required to notify FSBO within 12 hours that I am under contract and give FSBO my buyer's last name, date of closing, settlement company name, and full copy of the ratified contract. On the day of settlement, I will provide them my HUD-1 statement at which point my lockbox deposit will be refunded. Should I fail to notify FSBO that I am under contract within 12 hours or should I fail to fax my HUD at closing, I understand that FSBO will get fined and then I will be responsible for that fine – which is typically \$500-\$1000.

ATTENTION ALL CUSTOMERS:

FSBO POLICY - AGREEMENT AND RELEASE 2008

PHOTOS - CREVIER-KENT, INC. Trading as For Sale By Owner Services (FSBO Services) for and in consideration of payment agrees to publish the enclosed advertisement with/without photographs. FSBO Services accepts 35 mm pictures and digital - no panoramic or polaroid or color printer pictures. **ALL photos provided to FSBO should be labeled.**

ADVERTISEMENT PLACEMENT AND CHARGES - All Sales and Services are Final upon ad/order placement (the day you call to place the ad/order with FSBO Services). FSBO Services offers **NO REFUNDS** for any services enlisted (**NO Exceptions**) regardless of how the order is placed, when the property is sold or when the ad is cancelled. The Enchilada and Works program are for a max of 6 months/24 weeks. Price changes are free; however, all other changes are \$15 each and must be submitted by NOON of the Deadline Date which is published in the magazine. All changes or cancellations **MUST** be faxed or e-mailed - call to confirm receipt of fax. There will be a \$35 returned check fee or rejected credit card charge. All Ad Renewals are subject to all of the terms on this agreement without regard to method in which renewal was made. FSBO Services reserves the right to accept or reject any ad placement. FSBO advertisement rates are subject to change as are printing frequency/sizes. These Terms are Binding With or Without Signature & may be found on www.gotofsbo.com.

UNDER CONTRACT/SOLDS: IMPORTANT: Seller understands and agrees to provide FSBO Services with Buyer's Name, Closing Date and Where Closing within 12 hours of contract ratification. Failure to do so can cause FSBO to incur a \$500 - \$1000 fine which will be forwarded to the Seller.

LATE PAYMENT/COLLECTION COSTS & FSBO RIGHTS - There is a 20% late fee on the amount past due (but at least \$100). All renewals are subject to these terms without regard to method in which renewal was made. Publisher reserves the right to redesign the layout and ad sizes at any time.

ERRORS IN MAGAZINE - Due care and diligence are used in checking advertising copy for accuracy, but **NO warranty** is given. FSBO Services **will not** be responsible or liable for misinformation, misprints, typographical errors, etc., herein contained. Seller agrees to indemnify and hold harmless the publishers of FSBO Services for any damages which may be suffered in the event information regarding said real estate are found, by judicial authority, to be in any way incorrect. If FSBO Services publishes a wrong phone number in the print magazine, they will offer one free issue to compensate. Under no circumstance is this contract subject for refund due to any error or omission.

INTERNET - **ALL photos should be labeled.** Only send photos you want FSBO to use. All Internet/Internet slide shows will be up and running generally within 24-48 hours. Please verify you are up and running. Cancellation from the web **MUST** be in writing by fax, e-mail or mail - call to confirm we received request. Price changes are free. ALL other changes - however small - \$15.00. Limited Web Sites Available for MD/DC. For Sale By Owner Services only has control of www.gotofsbo.com and will not be held liable for other sites. www.gotofsbo.com (local); www.homesbyowner.com (national). Slide shows are on www.gotofsbo.com

HOME WARRANTY - Seller needs to inform FSBO Services when they have a buyer so the invoice can be sent to the closing company. ****IMPORTANT:** The purchase of the home warranty contract is not mandatory and may be waived. HOWEVER, once the application is made it becomes binding and not subject to waiver or rescission. The balance of the warranty is paid at closing.

MRIS/MLS - **IMPORTANT:** Seller agrees they will pay a 3% commission to the agent bringing in the buyer. If the Seller and/or Buyer and/or Selling/Buyer's Agent agree to any other percentage other than what is in the listing agreement, Seller agrees For Sale By Owner and the listing company **will not** be held liable for the commission difference. Seller understands they **MUST NOT** have flyers or other material with varying prices if they are in the MLS. The Price **MUST** include the commission. FSBO will not be responsible for the homeowner's failure to submit paperwork. The contract can be cancelled with 48 hours notice, but lockbox and signs must be returned first. **NO REFUNDS GIVEN. Please Note:** Upon receipt of a contract, homeowner **MUST** e-mail or fax FSBO a copy of the ratified contract within **12 HOURS** so MRIS/MLS can be updated. Failure to do so can cause FSBO to incur a **\$500 - \$1000 fine** which will be collected from seller by FSBO or listing agent by any means necessary. HUD-1 must be sent within 12 hours of closing. Lockbox and signs must be returned before closing or MLS cancellation or expiration. **No Listing will be cancelled until return of all signs and lockbox. Deposits will be sent out upon return of all rented items by expiration date.**

BROCHURES - Print Your Owner Unlimited Flyers. Homeowner understands that a **Standard Templet is used.**

100% MONEY BACK GUARANTEE - If the homeowner decides that the For Sale By Owner program is not working for them, FSBO Services offers a money back guarantee. FSBO Services will turn the homeowner over to one of **our full service agents** and when the home sells using our agents services, our agent will refund the money spent with FSBO Services **at closing.**

Seller(s) has read, understands & accepts terms and rental agreement.

Date

SIGN RENTAL and UNDERGROUND UTILITY POLICY
Homeowner/Advertiser hereby agrees to the following:

FSBO Services signs are **RENTED FOR the** Length of their Magazine advertisement and/or Closing Date (whichever comes first) Or 12 weeks maximum for sign rental onlys. Rental Rates are published in the magazine.

*When home is Sold, an Under Contract sign **MUST BE Placed on sign for 2 weeks prior to the closing date or ad expiration** (whichever comes first) .*

*All signs must be returned in **CLEAN, UNMARKED & REUSABLE CONDITION. No Defacing of Signs with tape, markers, stick-ons, etc.***

*Homeowner **must return signs & /lockbox in ORIGINAL BOX before ad expiration, cancellation or closing date (whichever comes first)** to the FSBO office for deposit refund.*

*FSBO needs **2 weeks notice** if homeowner elects FSBO to pick up signs &/or lockbox - but then forfeits deposit(s).*

*Signs must remain installed in ground until homeowner returns/-mails to FSBO or FSBO picks sign up. **FSBO does not pick up signs that are not still in ground.** If sign is removed from the ground and stored inside home or taken to another location, fines will be charged*

A Deposit is charged on all yard signs which is refunded per the conditions above. *Refund takes approximately 6 weeks. **Deposits will be sent out upon return of all rented items.***

Before installing signs/directionals - For Sale By Owner accepts no responsibility for damage to underground facilities. Locating and marking such facilities are the responsibility of the homeowner.

Should I call Miss Utility (1-800-552-7001 or www.missutilityofvirginia.com) before placing the sign post order? Yes, if there are yard lights (gas or electric) or any visible electrical or telephone boxes (light green in color) in the yard. This means that there are underground utility lines at this location. Have the underground utilities marked, prior to our arrival. By placing this order, you accept full responsibility for locating and identifying all utility lines, inc: sprinkler systems. Neither For Sale By Owner (Crevier-Kent Inc.) nor its subcontractors accepts responsibility for damage to unmarked underground facilities.

Check county and state and Local laws and your HOA. FSBO will not be responsible for fines incurred due to sellers breaking VA Code violations. Seller understand that fines incurred to FSBO for illegally placed signs will automatically be charged to the Seller's credit card.

County Offices: Spotsylvania - 540-507-7222, Stafford - 540-658-7643, Prince William - 703-792-6000, Arlington - 703.228-3000, Fairfax - 703-FAIRFAX, Loudoun - 703-777-0100.

Homeowners will automatically be charged the following fees for failure to comply with the above: \$100 for lockbox, \$65.00 for each Post Yard Sign, \$30.00 for each Frame Yard Sign; \$11.00 for each directional sign; \$11.00 for each tube; \$22.00 for info box and \$7.00 for each insert, the day after the seller's advertisement expires. **(NO EXCEPTIONS)**

PLEASE LET US KNOW IF YOU ARE RETURNING SIGNS OR IF FSBO IS TO PICK UP

DO NOT DROP SIGNS DURING NON BUSINESS HOURS.

FOR SALE BY OWNER in Spotsylvania – BY APPOINTMENT ONLY - 3 Palomino Ct, **Spotsylvania**, VA 22551 - 540/582-5777 — Take I-95 to Massaponax Exit. Right on Rt. 1 South. Go about 4 miles & turn right on Rt. 608 (Massaponax Church Rd). Go about 3.3 miles & turn left on Rt. 632 (Hickory Ridge Rd). Go about 8/10ths mile & turn Right into Berkshire Sbdvsn (Berkshire Rd). Go 6/10ths mile, turn Right on Appaloosa for 2/10ths mile & then left on Palomino to #3 on Right. **DO NOT GO DOWN THE DRIVEWAY. (Park on street & walk across grass to front door where signs may be left (Dog does not have access to this area due to Electronic Fence.)**

Seller(s) has read, understands & accepts terms and rental agreement.

Date