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Fax Cover Sheet for REIN Document Manager Inbox

User Name: Debbie Crevier-Kent
Office: Cottage Street Realty, LLC
Fax Number: (866)921-0082

Instructions:

Use this cover sheet to send documents to Debbie Crevier-Kent's Document Inbox. You can also email the document to 23511.rein@dm.marketlinx.com. If sending multiple documents use this cover page as a separator between each document.

Comments:

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ATTENTION HOMESSELLER:

Thank you for choosing our exciting Flat Fee MLS program. If a buyer finds you without the help of a Realtor, you pay no commission!! If a Realtor sells your property, you pay a 1-3% commission to the selling agent (3% is recommended). Retain the right to sell your property "By Owner" AND get the exposure of the MLS all at the same time! We will actively market your home on Realtor.com, Zillow, Trulia in addition to hundreds of nationally syndicated sites.

Attached you will find the Paperwork which is required to put your property on the MLS. Fill out all that you can and then feel free to give us a call or shoot us an e-mail with the items you are unsure about. **Please be sure whoever is on your deed, signs this paperwork.**

Once we receive the paperwork back, we will load you up to the MLS within 1-2 Business Days. **With some of our paperwork packets, you may fill out the paperwork on the computer and then simply hit "SAVE AS A PDF" to save a copy on your computer and then attach it to an e-mail to return to us.** Or you may scan in the paperwork (as a PDF only) to e-mail it back to us or you may Fax it **using the attached cover sheet with fax number on it** (Cover sheet must be first page of fax so computer knows which agent to sent it to).

Once your listing has been entered, an e-mail will be sent to your provided email address to proof the listing. You have 24 hours to review for any errors we may have made inputting your listing, free of charge, unless you signed up for unlimited changes. **All Corrections must be contained in ONE e-mail. PLEASE NOTE: This is a review period and NOT an opportunity to make additions or changes to the originally submitted listing data, but rather to ensure the accuracy of the information submitted.**

BE SURE to E-MAIL or FAX BACK this ENTIRE packet signed to get started.

The Seller Understands:

Commission will be paid to selling agent (the buyer's agent) not listing agent, per listing agreement. Price changes are free – any other changes \$15 each - unless you sign up for the **UNLIMITED changes. Realtor.com Showcase is strongly recommended if it is not included in your package.** Listing can be cancelled anytime during business hrs after return of rental items but there are no refunds. All general (not support) MLS questions will be answered via e-mail - unless your pkg inc assistance opt. All phone and e-mail leads from our office are sent via e-mail - check your e-mail frequently. All offers are sent via e-mail - check your e-mail frequently. All Sales are Final – There are no Refunds.

Some packages include all the below "Add-On Options". Some clients prefer to pick the options they want with their basic package. All general (not support) MLS questions will be answered via e-mail. **Phone support is available as an option.** Assistance Option/Phone support is provided with certain packages. We strongly suggest the Assistance Option Contract/Phone Support if you are new to this process and think you will need help throughout the transaction.

Signs and lockbox must be returned prior to closing, expiration or cancellation. If you request pick-up of signs/lockbox (not available in all areas) - min 1 week notice required and you forfeit your deposit.

Add-On Options: See Credit Card form for pricing and descriptions of options.

Seller: _____

Date: _____

For Sale By Owner & Cottage Street Realty – debbiekent@mrisc.com – 540-582-5777

Add-On Options Descriptions:

Lockboxes

You have your choice of a Realtor or Combo lockbox. See FAQ's on website for more details. A Lockbox is one of the most important factors when selling your home in the MLS. Without a lockbox - understand you are eliminating about 50% of agents. When a buyer is in an agent's office – most times – they are ready to hit the road and start looking. An agent does not want to wait for you to get home so they can show your home. They want to show it when the buyer is ready & they are in your area. The fewer obstacles you put up when selling your home, the faster your home will sell. Make it convenient for an agent to show your home & sell your home. **Seller must return Lockbox prior to Ad/MLS expiration, cancellation or close date.** If seller requests us to pick up lockbox/signs (not available in all areas), seller forfeits deposits. Combo boxes are also available - you can give out combo to control when someone is entering your home. **Combo boxes are not allowed in Williamsburg WAAR & Richmond CVR MLS.**

Home Warranty

Most sellers are offering it and we strongly recommend it. It covers the heating, ac, plumbing, appliances and electrical for the buyer for one year. If something breaks down - the home warranty company will repair or replace whatever is necessary and the buyer just pays a small deductible.

Realtor.com Showcase Upgrade (Inc: with some packages) or you can add it on attached credit card form. A picture says a 1000 words - more is better. If a Buyer doesn't see pictures of all rooms in your home on the web, they will assume something is wrong & that is why there are so few pictures. Most of our clients average, around 20 – 25 pictures – some do the max the MLS allows. Don't waste your valuable time showing your home to people that don't even like the inside. Let them see it online. If they come to take a look after they have previewed all your pictures, you know they are very interested in possibly purchasing your home.

CMA/Comps

All too often, sellers will spend money marketing their home – but don't take the time to figure out the correct price for their home for sale. For a small fee – we will run comps (CMA – comparable market analysis) for you so you can see what is active in your neighborhood (your competition), in addition to homes that are under contract, sold, expired and withdrawn. Obviously the expired properties and withdrawn properties for sale didn't work. You want to pay close attention to the properties that have sold and are under contract (especially the ones similar to your property for sale).

For Sale By Owner or Cottage Street Realty Professional Yard Signs

Give the buyer peace of mind knowing that you are using a professional For Sale By Owner Company. Remember this is the largest purchase of their life and they are not going to want you to be writing their contract, etc. Sign Panels are provided. In addition, Professional Post and Frame Signs are available for rent. You may pick up sign in Fredericksburg, Sterling or Virginia Beach (BY APPT ONLY). **Prior to ad expiration/cancellation or sale, seller must return all signs/lockboxes.** If seller requests us to pick signs up (min 1 wk notice required and not available in all areas) - seller forfeits deposits. Sign/Lockbox deposits are refunded within 6 wks.

MLS Contract Assistance and Business Hour Support -- is available for only \$475.

Compare to other companies that charge \$2500 for the same service. We help you through the difficulty of understanding complexities of offers presented to you. We assist you with the details of your real estate transaction & advise whether to accept, reject, or counter offer sales contracts presented to you by selling agents. We guide you through the home inspection process, buyer's qualifications & settlement details. Remember this is the largest purchase of the purchaser's life & the purchaser does not want you to write their contract, etc. Don't scare them away – tell them you have professionals ready to help.

MLS Contract Assistance and Business & After Hour Support -- is available for only \$975.

As part of FSBO's commitment to our customers, we are offering this extended unlimited support plan to our customers as an option when our retail offices are closed. You will be given direct access to the private cell phone number of your personal consultant (see attached FSBO After-Hours Customer Consultation form) to sign up.

Contract

Upon receipt of a contract OWNER WILL NEED TO FAX A RATIFIED COPY to agent 866-485-9310 within 12 hours to avoid MLS fines. Because I am a licensed agent - I am bound by the rules of the MLS.

At Closing

Fax a copy of the HUD to FSBO 866-485-9310 within 12 hours to avoid MLS fines. Because I am a licensed agent - I am bound by the rules of the MLS.

Cancellation

Listings may be cancelled at any time after returning signs/lockbox to drop off location and e-mailing or faxing a listing withdrawal. Signs/Lockboxes may be mailed or dropped off to one of our drop off locations (BY APPT ONLY) or seller may request our driver to pick them up (min 1 wk notice required and not available in all areas) but then seller forfeits deposit. Seller understands that if an agent sells their home, they must pay the commission they have in the listing.

MLS Clients - Items needed for us to process your order:

MLS Paperwork - Email debbiekent@mrisc.com or Fax using the enclosed fax cover sheet (cover sheet must be first page of fax)

Narrative - (description about your property - paragraph style)

REIN (VA Beach/Hampton Rd MLS) - 300 character & spaces

MRIS (Northern VA & Surrounding area MLS) - 400 character & spaces

WAAR (Williamsburg and Surrounding Area MLS) - 400 character & spaces

CVR (Richmond and Surrounding Areas) - 800 character & spaces

HRAR (Harrisonburg and Rockingham Areas) - 500 character & spaces

RV (Roanoke Valley and Surrounding Areas) - 400 character & spaces

NRV or SWVAR (Bland, Carroll, Dickensen, Giles, Grayson, Floyd, Montgomery, Pulaski, Russell, Smyth, Tazewell, Wythe, Washington, Abingdon town and Galax City) - 1000 character & spaces

Whatever excess there is will be cut off - **Microsoft Word has a character count feature (In Word 2007 on Windows 7 - go to Review tab and it will be in the Proofing block or In Word 2003 Windows XP - Word Count is under Tools)**

No Personal Websites are allowed in MLS systems

Directions to your property - (please do not send mapquest or google maps).

REIN - 60 character count

MRIS - 240 character count

WAAR - 120 character count

RV - 200 character count

CVR - 215 character count

WRAR - 250 character count

HRAR - 400 character count

NRV / SWVAR - 500 character count

Pictures - Please number your pictures (1.jpg, 2.jpg, etc) if you want them in a certain order before you send them (otherwise we will pick the order). We DO NOT need the room names of the pictures.

Max # of pics for MLS systems: Depends on package you purchased - 8 pics w/basic or with upgraded packages you get:

REIN - 32

MRIS - 30

WAAR - 30

CVR - 24

RV - 50

CAAR - 25

WRAR - 25

HRAR - 30

SWVAR / NRV - 25

EXCLUSIVE AGENCY LISTING AGREEMENT

This Exclusive agency Listing Agreement ("Agreement") is made on _____, by and between _____ ("Seller") and Cottage Street Realty, LLC ("Broker").
(Insert Firm Name)

1. APPOINTMENT OF BROKER. In consideration of the services provided by Broker and described in this Agreement, Seller hereby appoints Broker as Seller's sole and exclusive listing agent and grants Broker the exclusive agency the real property described as follows ("Property"):

2. PROPERTY.

Street Address _____ Unit # _____
City _____, Virginia Zip Code _____
TAX Map/ID # _____ Parking Space(s) # _____
Legal Description: Lot(s) _____ Block/Square _____ Section _____ Phase _____
Subdivision or Condominium _____ Storage Unit # _____
County/Municipality _____ Deed Book/Liber # _____ Page/Folio # _____
Historic District Designation _____

3. PARTIES' CONTACT INFORMATION.

Seller

Mailing Address: _____
City, State, and Zip Code: _____
Phone: (H) _____ (W) _____ (Cell) _____ (Fax) _____
Email: _____
SS# (optional) _____

Broker

Mailing Address: 8300 Boone Blvd (this in NOT the address of AGENT-do not MAIL to this address-call for mail address)
City, State, and Zip Code: Vienna, VA 22182
Telephone: 703-551-4757
Email: debbiekent@mrisc.com Fax: 866-485-9310

4. TERM OF AGREEMENT. This Agreement shall commence when signed by all parties and shall expire at 11:59 PM on (180 days (6 months) from today's date) ("Listing Period"). If a sales contract for the Property is ratified during the Listing Period which provides for a settlement date beyond the Listing Period, this Agreement shall be extended automatically until final disposition of the sales contract.

5. LISTING PRICE. Seller instructs the Broker to offer the Property for sale at a selling price of \$ _____, or such other price as later agreed upon by Seller, which price includes the Broker's compensation. (Note: Broker does not guarantee that the Property will appraise or sell at the price stated hereunder, nor does Broker guarantee any net amount Seller might realize from the sale of the Property).

6. CONVEYANCES. The Property includes the following existing personal property and fixtures: any built-in heating and central air conditioning equipment, plumbing and lighting fixtures, storm windows, storm doors, screens, installed wall-to-wall carpeting, exhaust fans, window shades, blinds, window treatment hardware, smoke and heat detectors, TV antennas, exterior trees and shrubs. Unless otherwise agreed to in writing, all surface or wall mounted electronic components/devices DO NOT convey. If more than one of an item convey, the number of items is noted.

The items marked YES below are currently installed or offered:

<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>	<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>	<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>
<input type="checkbox"/>	<input type="checkbox"/>	__	Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	__	Freezer	<input type="checkbox"/>	<input type="checkbox"/>	__	Storage Shed
<input type="checkbox"/>	<input type="checkbox"/>	__	Attic Fan	<input type="checkbox"/>	<input type="checkbox"/>	__	Furnace Humidifier	<input type="checkbox"/>	<input type="checkbox"/>	__	Stove or Range
<input type="checkbox"/>	<input type="checkbox"/>	__	Built-in Microwave	<input type="checkbox"/>	<input type="checkbox"/>	__	Garage Door Opener	<input type="checkbox"/>	<input type="checkbox"/>	__	Sump Pump
<input type="checkbox"/>	<input type="checkbox"/>	__	Ceiling Fan	<input type="checkbox"/>	<input type="checkbox"/>	__	w/ remote	<input type="checkbox"/>	<input type="checkbox"/>	__	Trash Compactor
<input type="checkbox"/>	<input type="checkbox"/>	__	Central Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	__	Gas Log	<input type="checkbox"/>	<input type="checkbox"/>	__	Wall Oven
<input type="checkbox"/>	<input type="checkbox"/>	__	Clothes Dryer	<input type="checkbox"/>	<input type="checkbox"/>	__	Hot Tub, Equip & Cover	<input type="checkbox"/>	<input type="checkbox"/>	__	Wastewater Ejector Pump
<input type="checkbox"/>	<input type="checkbox"/>	__	Clothes Washer	<input type="checkbox"/>	<input type="checkbox"/>	__	Intercom	<input type="checkbox"/>	<input type="checkbox"/>	__	Water Treat System
<input type="checkbox"/>	<input type="checkbox"/>	__	Cooktop	<input type="checkbox"/>	<input type="checkbox"/>	__	Playground Equip	<input type="checkbox"/>	<input type="checkbox"/>	__	Window A/C Unit
<input type="checkbox"/>	<input type="checkbox"/>	__	Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	__	Pool, Equip & Cover	<input type="checkbox"/>	<input type="checkbox"/>	__	Window Fan
<input type="checkbox"/>	<input type="checkbox"/>	__	Disposer	<input type="checkbox"/>	<input type="checkbox"/>	__	Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	__	Window Treatments
<input type="checkbox"/>	<input type="checkbox"/>	__	Electric Air Filter	<input type="checkbox"/>	<input type="checkbox"/>	__	w/ ice maker	<input type="checkbox"/>	<input type="checkbox"/>	__	Wood Stove
<input type="checkbox"/>	<input type="checkbox"/>	__	Fireplace Screen/Door	<input type="checkbox"/>	<input type="checkbox"/>	__	Satellite Dish				

OTHER

AS IS ITEMS

Seller does not warrant the condition or working order of the following items and/or systems:

LEASED ITEMS, SYSTEMS AND/OR SERVICE CONTRACTS

Any leased items, systems or service contracts (including, but not limited to, termite or pest control, home warranty, fuel tanks, water treatment systems, lawn contracts, security system monitoring, and satellite contracts) DO NOT CONVEY absent an express written agreement by Purchaser and Seller. The following is a list of the leased items within the Property:

7. HOMEOWNER WARRANTY

Seller has the option to purchase a homeowner warranty, which can be in effect during the Listing Period and will transfer to the Buyer upon settlement. Seller should review the scope of coverage, exclusions and limitations.

Cost not to exceed \$ _____ . Warranty provider to be _____ .

8. UTILITIES (Check all that apply)

Water Supply: Public Private Well Community Well

Sewage Disposal: Public Septic # BR: _____

Type of Septic System: Community Conventional Alternative Experimental

Seller represents that the septic system is **OR** is not operating under a waiver from the State Board of Health.

*Section 32.1-164:1 of the Code of Virginia requires Seller to disclose whether the onsite septic system serving the Property is operating under a waiver of repair and/or maintenance requirements imposed by the State Board of Health. If the septic system is operating pursuant to a waiver, then the Seller must provide the buyer with the "Disclosure Regarding Validity of Septic System Permit" prior to contract ratification. Such waiver is not transferable to the buyer.

Hot Water: Oil Gas Elec. Other _____ Number of Gallons _____

Air Conditioning: Oil Gas Elec. Heat Pump Other _____ Zones _____

Heating: Oil Gas Elec. Heat Pump Other _____ Zones _____

9. BROKER DUTIES.

The Broker shall perform, and Seller hereby authorizes Broker to perform, the following duties. In performing these duties, the Broker shall exercise ordinary care, comply with all applicable laws and regulations and treat all parties honestly.

A) Broker shall protect and promote the interests of Seller and shall provide Seller with services consistent with the standards of practice and competence that are reasonably expected of licensees engaged in the business of real estate brokerage.

B) Broker shall use reasonable efforts and act diligently to seek buyers for the Property at the price and terms stated herein or otherwise acceptable to the Seller, to negotiate on behalf of the Seller and to assist in the consummation of the sale of the Property.

C) Broker shall market the Property, at Broker's discretion, including without limitation, use of the Property address, description, interior and exterior photographs in appropriate advertising mediums, such as publications, mailings, brochures and internet sites; provided, however, Broker shall not be obligated to continue to market the Property after the Seller has accepted an offer.

D) Broker shall make a blanket unilateral offer of cooperation and compensation to other brokers in any multiple listing service ("MLS") that the Broker deems appropriate. Broker shall disseminate information regarding the Property, including the entry date, listing price(s), final price and all terms, and expired or withdrawn status, by printed form and/or electronic computer service, which may include the internet, during and after the expiration of this agreement.

Upon full ratification of this Agreement, Broker shall enter the listing information into the MLS database:

Within 48 hours (excluding weekends and holidays); **OR**

On or before: _____

E) ~~Broker shall install "For Sale" signs on the Property, as permitted.~~ Seller is responsible for clearly marking the location of underground utilities, equipment or other items that may be damaged by the placement of the sign. _____

F) Broker shall show the Property during reasonable hours to prospective buyers and shall accompany or accommodate, as needed, other real estate licensees, their prospective buyers, inspectors, appraisers, exterminators and other parties necessary for showings and inspections of the Property, to facilitate and/or consummate the sale of the Property. Broker shall install an electronic keybox on the Property to allow access and showings by real estate licensees who are members of area REALTOR® Associations authorized to use the electronic keybox system.

G) Broker shall present all written offers or counteroffers to and from the Seller, in a timely manner, even if the Property is already subject to a ratified contract of sale, unless otherwise instructed by the Seller in writing.

H) Broker shall account, in a timely manner, for all money and property received in trust by Broker, in which the Seller has or may have an interest.

10. CONFIDENTIAL INFORMATION. Broker shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by the client which were obtained by the Broker during the brokerage relationship, unless the client consents in writing to the release of such information or as otherwise provided by law. The obligation of Broker to preserve confidential information continues after termination of the brokerage relationship. Information concerning material defects about the Property is not considered confidential information.

11. TYPES OF REAL ESTATE REPRESENTATION - DISCLOSURE AND INFORMED CONSENT.

Seller Representation occurs by virtue of this Agreement with Seller's contract to use the Broker's services and may also include any cooperating brokers who act on behalf of the Seller as subagent of the Broker. (Note: Broker may assist a buyer or prospective buyer by performing ministerial acts that are not inconsistent with the Broker's duties as Seller's listing agent under this Agreement.)

Buyer Representation occurs when buyers contract to use the services of their own broker (known as a buyer representative) to act on their behalf.

Designated Representation occurs when a buyer and seller in one transaction are represented by different sales associate(s) affiliated with the same Broker. Each of these sales associates, known as a Designated Representative, represents fully the interests of a different client in the same transaction. Designated Representatives are not dual representatives if each represents only the buyer or only the seller in a specific real estate transaction. In the event of designated representatives, each representative shall be bound by client confidentiality requirements, set forth above. The Broker remains a dual representative.

The Seller consents to designated representation **OR** The Seller does not consent to designated representation which means the Seller does not allow the Property to be shown to a buyer represented by this Broker through another Designated Representative associated with the firm. The Broker will notify other real estate licensees via the MLS whether the Seller consents or does not consent to Designated Representation.

Dual Representation occurs when the same Broker and the same sales associate(s) represent both the buyer and seller in one transaction. In the event of dual representation, the Broker shall be bound by confidentiality requirements for each client, as set forth above.

The Seller consents to dual representation **OR** The Seller does not consent to dual representation, which means the Seller does not allow the Property to be shown to a buyer represented by this Broker through the same sales associate(s). The Broker will notify other real estate licensees via the MLS whether the Seller consents or does not consent to Dual Representation.

Non-Agency occurs when the real estate licensee does not represent either party and acts to facilitate the transaction by assisting the parties to reach an agreement, as an independent contractor and without being an advocate for the interest of either party. In the event of non-agency, the real estate licensee would not owe traditional fiduciary duties to the consumer, but would still owe the consumer duties imposed on all licensees by the Commonwealth of Virginia.

12. BROKER COMPENSATION.

A. Payment. The Seller shall pay the Broker in cash **total compensation** of 3% (Compensation) if, during the term of this Agreement, the Broker or any other broker (s) (or agent thereof) produces a buyer ready, willing and able to buy the Property.

The Compensation is also earned if within 90 days after the expiration or termination of this Agreement, a contract is ratified with a ready, willing and able buyer to whom the Property had been shown during the term of this Agreement; provided, however, that the Compensation need not be paid if a contract is ratified on the Property while the Property is listed with another real estate company.

B. Selling Broker. The Broker shall offer a portion of the Compensation to the selling broker as indicated:

Sub-Agency Compensation: 0

Buyer Agency Compensation: 3%

Non-Agency Compensation: 0

Note: Compensation may be shown by a percentage of the gross selling price, a definite dollar amount or "N" for no compensation.

The Broker's compensation and the sharing of compensation between brokers are not fixed, controlled, recommended or suggested by any multiple listing service or Association of REALTORS®.

C. Retainer Fee. The Broker acknowledges receipt of a retainer fee in the amount of n/a which shall, **OR** shall not be subtracted from the Compensation. The retainer is non-refundable and is earned when paid.

D. Early Termination. In the event Seller wishes to terminate this Agreement prior to the end of the Listing Period, without good cause, Seller shall pay Broker N/A ("Early Termination Fee") before Broker's execution of a written release.

13. AUTHORIZATION TO DISCLOSE OTHER OFFERS. In response to inquiries from buyers or cooperating brokers, Broker may not disclose, without the Seller's approval, the existence of other written offers on the property.

Seller does **OR** does not authorize the Broker and sales associate to disclose such information to buyers or cooperating brokers.

If the Seller does give such authorization, the Seller acknowledges that the Broker and Sales associate (s) must disclose whether the offers were obtained by the listing agent, another member of the listing Broker's firm, or by a cooperating broker.

14. COMPLIANCE WITH FAIR HOUSING LAWS. This Property shall be shown and made available without regard to race, color, religion, sex, handicap, familial status or national origin as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions.

15. EMPLOYEE RELOCATION PROGRAM.

The Seller is participating in any type of employee relocation program Yes **OR** No.

If "Yes": (a) the program is named: _____, Contact # _____ and

(b) terms of the program are: _____

If "No" or the Seller has failed to list a specific employee relocation program, then the Broker shall have no obligation to cooperate with or compensate any undisclosed program.

16. CONDOMINIUM ASSOCIATION. The Seller represents that the Property is, **OR** is not located within a development which is a Condominium or Cooperative. Condominiums or Cooperatives being offered for sale are subject to the receipt by buyers of the required Disclosures, and the Seller is responsible for payment of appropriate fees and for providing these disclosure documents to prospective buyers as prescribed in the Condominium Act, Section 55-79.39 et seq., and the Cooperative Act, Section 55-424, et seq., of the Code of Virginia.

The Condominium or Cooperative dues are \$ _____ per _____ (frequency of payment).

Special Assessment \$ _____ for _____

Condominium or Cooperative Association Name: _____

Management Company: _____ Phone #: _____

17. PROPERTY OWNER'S ASSOCIATION. The Seller represents that the Property is OR is not located within a development(s) which is subject to the Virginia Property Owners' Association Act, Sections 55-508 through 55-516 of the Code of Virginia. If the Property is within such a development, the Seller is responsible for payment of the appropriate fees and for providing these disclosure documents to the buyers.

The Condominium or Cooperative dues are \$ _____ per _____ (frequency of payment).

Special Assessment \$ _____ for _____

Property Owners Association Name: _____

Management Company: _____ Phone #: _____

18. PROPERTY CONDITION. The Seller acknowledges that the Broker has informed the Seller of the Seller's rights and obligations under the Virginia Residential Property Disclosure Act. This Property is, OR is not exempt from the Act. If not exempt, the Seller has completed and provided to the Broker a Residential Property Disclosure Statement.

Seller acknowledges Broker is required to disclose to prospective buyers all material adverse facts pertaining to the physical condition of the Property actually known by the Broker. The Broker shall not, however, be obligated to discover latent defects in the Property or to advise on property condition matters outside the scope of the Broker's real estate license. Seller shall indemnify, save, and hold Broker harmless from all claims, complaints, disputes, litigation, judgments and attorney's fees arising from any incorrect information supplied by Seller or from Seller's failure to disclose any material adverse facts.

19. LEAD BASED PAINT DISCLOSURE. The Seller represents that the residential dwelling(s) at the Property were, OR were not constructed before 1978. If the dwelling(s) were constructed before 1978, the Seller is subject to Federal law concerning disclosure of the possible presence of lead-based paint at the Property, and the Seller acknowledges that the Broker has informed the Seller of the Seller's obligations under the law. If the dwelling(s) were constructed before 1978, unless exempt under 42 U.S.C. 4852d, the Seller has completed and provided to the Broker the form, "Sale: Disclosure And Acknowledgment Of Information On Lead-Based Paint And/Or Lead-Based Paint Hazards" or equivalent form.

20. CURRENT LIENS. Seller represents to Broker that the below information is true and complete to the best of Seller's information, knowledge and belief:

A. The Property is security for a first mortgage or Deed of Trust loan held by (Lender Name):
DO NOT NEED THIS SECTION FILLED OUT Account # _____ with an
approximate balance of \$ _____ 0.00. Lender Phone: _____
Address: _____

B. The Property is security for a second mortgage or Deed of Trust loan held by (Lender Name):
_____ Account # _____ with an
approximate balance of \$ _____. Lender Phone: _____
Address: _____

C. The Property is security for a line of credit or home equity line of credit held by (Lender Name):
_____ Account # _____ with an
approximate balance of \$ _____. Lender Phone: _____
Address: _____

Check where applicable:

D. The Property is not encumbered by any mortgage or Deed of Trust.

E. Seller is current on all payments for the loans identified in numbered items A, B, and C above.

F. Seller is not in default on any loan identified in numbered items A, B, and C, above; and has not received any notice(s) from the holder of any loan identified in numbered items A, B, and C above; or from any

other lien holder of any kind, regarding a default under the loan; threatened foreclosure, notice of foreclosure; or the filing of foreclosure.

G. There are no liens secured against the Property for Federal, State or local income taxes; unpaid real property taxes; or unpaid condominium or homeowners' association fees.

H. There are no judgments against Seller (including each owner for jointly held property). Seller has no knowledge of any matter that might result in a judgment that may potentially affect the property.

I. Seller has not filed for bankruptcy protection under United States law and is not contemplating doing so during the term of the Listing Agreement.

During the term of the Listing Agreement, should any change occur with respect to answers A through I above, Seller shall immediately notify Broker and listing agent, in writing, of such change.

21. SELLER FINANCING. Seller agrees to offer seller financing by providing a _____ Deed of Trust loan in the amount of \$_____ with further terms to be negotiated.

22. CLOSING COSTS. Fees for the preparation of the deed of conveyance, that portion of the Settlement Agent's fee billed to the Seller, costs of releasing existing encumbrances, Seller's legal fees, Grantor's Tax, and any other proper charges assessed to Seller will be paid by Seller unless provided otherwise in the sales contract.

The "Seller's Estimated Cost of Settlement" form is, **OR** is not attached. These estimates are for informational purposes only and will change based upon the terms and conditions of the purchase offer.

Sellers Proceeds: The Seller acknowledges that Seller's proceeds may not be available at the time of settlement. The receipt of proceeds may be subject to the **Virginia Wet Settlement Act**, and may be subject to other laws, rules and regulations (e.g. Virginia estate statutes and the **Foreign Investment Real Property Tax Act - FIRPTA**).

Sellers are advised to seek legal and/or financial advice concerning these matters.

23. IRS/FIRPTA: Section 1445 of the Internal Revenue Service (IRS) Code may require the settlement agent to report the gross sales price, Seller's federal tax identification number and other required information to the IRS. Seller will provide to the settlement agent such information upon request. In certain situations, the IRS requires a percentage (currently 10%) of the sales price to be withheld from Seller's proceeds if Seller is a foreign person for purposes of U.S. income taxation. A foreign person includes, but is not limited to, non-resident aliens, foreign corporations, foreign partnerships, foreign trusts or foreign estates.

Seller represents that Seller is **OR** is not, a foreign person for purposes of U.S. income taxation.

24. MISCELLANEOUS PROVISIONS.

A. Seller Representations and Warranties.

- Seller has capacity to convey insurable and marketable title to the Property.
- Seller is not a party to a listing agreement with another broker for the sale, exchange or lease of the Property.
- No person or entity has the right to purchase, lease or acquire the Property, by virtue of an option, right of first refusal or otherwise.
- The Seller is, **OR** is not a licensed (active/inactive) real estate agent/broker.
- Seller has **OR** has no knowledge of the existence, removal or abandonment of any underground storage tank on the property.

B. Access to the Property. Seller shall provide keys to Broker for access to the Property to facilitate the Broker's duties under this Agreement. In the event the Property is subject to a lease, the Seller shall provide Broker with the lease documents and shall use best efforts to obtain the full cooperation of the tenants, in connection with showings and inspections of the Property.

Submitted by	_____
Entered by	_____
Date Received	_____
Date Entered	_____
MLS #	_____
Listing Date	_____
Expiration Date	_____



Keystone Lot-Land Profile Sheet

Property Information												
House #					City							
Street Name					County							
Unit #					State							
Subdivision					Tax ID #							
General												
Sale/Rental		Status				Y	N	HOA		Y	N	Water Oriented
Sale	ACTIVE	CONTRACT	SOLD	Y	N	New Constr.		Y	N	Value Range Price		
Rental	CNTG/KO	EXPIRED	WITHDRN	Y	N	Comparable		Listing Date				
List Price/ Rental Price	CNTG/NO KO	TEMPOFF	Y	N	Vacation							
Expiration Date		Listing Type		Street #		Street Name		Street Type				
		Excl. Agency		Street # Suffix				Street Direction				
		Excl. Right										
		Modified Excl.										
Cross Street (Ocean City Only)												
Building - Other Structures												
<input type="checkbox"/>	Bank Barn	<input type="checkbox"/>	Carriage House	<input type="checkbox"/>	Guest House	<input type="checkbox"/>	Office/Studio	<input type="checkbox"/>	Shed Shop			
<input type="checkbox"/>	Barn	<input type="checkbox"/>	Cattle/Dairy Barn	<input type="checkbox"/>	Horse Stable	<input type="checkbox"/>	Other	<input type="checkbox"/>	Storage Brn/Shed			
<input type="checkbox"/>	Barn/Stable	<input type="checkbox"/>	Center Aisle	<input type="checkbox"/>	Indoor Arena	<input type="checkbox"/>	Poultry House	<input type="checkbox"/>	Tenant House			
<input type="checkbox"/>	Belmont	<input type="checkbox"/>	Corn Barn	<input type="checkbox"/>	Loafing Shed	<input type="checkbox"/>	Run-in Shed	<input type="checkbox"/>	Tobacco Barn			
<input type="checkbox"/>	Boat House	<input type="checkbox"/>	Gazebo	<input type="checkbox"/>	Machine Shed	<input type="checkbox"/>	Shed					
<input type="checkbox"/>	Cabana/Pool House	<input type="checkbox"/>	Greenhouse	<input type="checkbox"/>	None	<input type="checkbox"/>	Shed Row					
Building - Utilities												
Cooling Fuel												
<input type="checkbox"/>	Bottled Gas	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Geo-thermal	<input type="checkbox"/>	Natural Gas	None				
								Other				
Heating Fuel												
<input type="checkbox"/>	Bottled Gas/Pro	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Nat Gas Avail	<input type="checkbox"/>	Oil	<input type="checkbox"/> Wood				
<input type="checkbox"/>	Central	<input type="checkbox"/>	Geo-thermal	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Other					
<input type="checkbox"/>	Coal	<input type="checkbox"/>	Kerosene	<input type="checkbox"/>	None	<input type="checkbox"/>	Solar					
Sewer/Septic												
<input type="checkbox"/>	Applied for Permit	<input type="checkbox"/>	Lateral/Tap Off Main	<input type="checkbox"/>	Not Applied for Permit	<input type="checkbox"/>	Public Sewer	<input type="checkbox"/> Septic Pump				
<input type="checkbox"/>	Capping Fill	<input type="checkbox"/>	Lateral/Tap On-Site	<input type="checkbox"/>	Other	<input type="checkbox"/>	Sept<# of BR	<input type="checkbox"/> Shared Septic				
<input type="checkbox"/>	Cess Pool	<input type="checkbox"/>	Low Pressure Pipe (LPP)	<input type="checkbox"/>	Pressure Dose	<input type="checkbox"/>	Sept=# of BR	<input type="checkbox"/> Site Evaluation on File				
<input type="checkbox"/>	Gravity Sept Fld	<input type="checkbox"/>	Mound System	<input type="checkbox"/>	Public H/U Avail	<input type="checkbox"/>	Sept># of BR	<input type="checkbox"/> W/I 50'				
<input type="checkbox"/>	Holding Tank	<input type="checkbox"/>	None	<input type="checkbox"/>	Public Septic	<input type="checkbox"/>	Septic					
Water												
<input type="checkbox"/>	Conditioner	<input type="checkbox"/>	None	<input type="checkbox"/>	Public H/U Avail	<input type="checkbox"/>	W/I 50'	<input type="checkbox"/> Wel Permit Not Applied				
<input type="checkbox"/>	Filter	<input type="checkbox"/>	Other	<input type="checkbox"/>	Shared Spring	<input type="checkbox"/>	Well	<input type="checkbox"/> Well-Shared				
<input type="checkbox"/>	Holding Tank	<input type="checkbox"/>	Public	<input type="checkbox"/>	Spring	<input type="checkbox"/>	Well Permit on File					
<input type="checkbox"/>	Lateral Not Installed/Must Tap Off Main	<input type="checkbox"/>		<input type="checkbox"/>	Tap Free	<input type="checkbox"/>	Well Permit Applied F					
Number of Window Units _____												
Financial - Fee												
Front Foot Fee		HOA Fee		HOA Payment Freq		Other Fees		Other Fee Payment Freq				
\$		\$				\$						
Special Assessment 1 \$		Term 1		Special Assessment 2		Term 2		Water/Sewer Hookup Fee				
\$		\$		\$		\$		\$				
Financial - Investment												
Additional Income Sources												
<input type="checkbox"/>	Apartment Rentals	<input type="checkbox"/>	Laundry	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Professional Offices	<input type="checkbox"/> Shop Rentals				
<input type="checkbox"/>	Concessions	<input type="checkbox"/>	Other									

*Bolded Items are required

Financial - Mortgage					
Earnest Money Deposit \$		Cash to Assume		\$ Owner/Private Financing	
Interest Rate (%)		Years		Amortized Years	
Balloon - # of Years		First Trust Balance		1st Trust Interest Rate	
1st Trust Origination Date		1st Trust P and I		1st Trust Yrs Remaining	
2nd Trust Balance		2nd Trust Interest Rate		2nd Trust Origination Date	
2nd Trust P and I		2nd Trust Yrs Remaining		Underlying Mortgage	
Underlying Mortgage Interest Rate		Underlying Mortgage Orig Date		Underlying Mortgage P and I	
Underlying Mortgage Years Remaining					
Current Financing/Loan					
<input type="checkbox"/> 2nd/3rd Trust	<input type="checkbox"/> CDA	<input type="checkbox"/> FmHA	<input type="checkbox"/> Not Assumable	<input type="checkbox"/> VA	
<input type="checkbox"/> Adjustable	<input type="checkbox"/> Clear	<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Other	<input type="checkbox"/> VHDA	
<input type="checkbox"/> Assum Qualify	<input type="checkbox"/> Conventional	<input type="checkbox"/> Gvt Ins/Gua Loan	<input type="checkbox"/> Pre-foreclosure	<input type="checkbox"/> Wrapped Trust	
<input type="checkbox"/> Assum-May Esc	<input type="checkbox"/> Coop Rec Agree	<input type="checkbox"/> HUD Owned	<input type="checkbox"/> Private		
<input type="checkbox"/> Assum-Unrestricted	<input type="checkbox"/> FHA	<input type="checkbox"/> No Escalation	<input type="checkbox"/> REO Property		
New Financing					
<input type="checkbox"/> Assum-Qualify	<input type="checkbox"/> Conventional	<input type="checkbox"/> Inc Qual/Credit Ck	<input type="checkbox"/> Poss Rollback Tax	<input type="checkbox"/> VA Subst Elig	
<input type="checkbox"/> Assum-Unrestrict	<input type="checkbox"/> Cash Adv Assum Ln	<input type="checkbox"/> Ind Rev Bonds	<input type="checkbox"/> Rnt w/ Opt to Buy	<input type="checkbox"/> VHDA	
<input type="checkbox"/> Builders Terms	<input type="checkbox"/> Exchange/Trade	<input type="checkbox"/> Joint Venture/Participate	<input type="checkbox"/> Sell Take 2/3 Wrp	<input type="checkbox"/> Will Subordinate	
<input type="checkbox"/> Buydown/Subsidy	<input type="checkbox"/> FHA	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Seller Take 1st		
<input type="checkbox"/> CDA	<input type="checkbox"/> FmHA	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Seller Pays CC		
<input type="checkbox"/> Commercial Wrap	<input type="checkbox"/> HPAP	<input type="checkbox"/> Other	<input type="checkbox"/> VA		
Project Approved					
<input type="checkbox"/> FHA	<input type="checkbox"/> FMHA	<input type="checkbox"/> Other	<input type="checkbox"/> VA		
<input type="checkbox"/> FHLMC	<input type="checkbox"/> FNMA	<input type="checkbox"/> VA	<input type="checkbox"/> VHDA		
Listing - Contract Info					
Additional Compensation		Buyer-Agent Compensation		<input type="checkbox"/> Y <input type="checkbox"/> N	Designated Representative
<input type="checkbox"/> Y <input type="checkbox"/> N	Disclosed Dual Agency	Sub-Agent Compensation		<input type="checkbox"/> Y <input type="checkbox"/> N	Variable Rate Compensation
<input type="checkbox"/> Y <input type="checkbox"/> N	Federal/State Wetland				
Contract Info					
<input type="checkbox"/> As is Condition	<input type="checkbox"/> Comp on all Homes	<input type="checkbox"/> Finders Fee	<input type="checkbox"/> Other	<input type="checkbox"/> Tax Free Exch Req	
<input type="checkbox"/> Clause Required	<input type="checkbox"/> Comp-Base Price	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Registration Req		
<input type="checkbox"/> Bld-Contract Req	<input type="checkbox"/> Comp-Lst Home Only	<input type="checkbox"/> Local Assoc Contr	<input type="checkbox"/> Relo/Bnk Addndm		
<input type="checkbox"/> Bld-Hold Earn	<input type="checkbox"/> Comp-Settled Price	<input type="checkbox"/> No Ext Warranty	<input type="checkbox"/> Spec Addndm Req		
<input type="checkbox"/> Bld-Write Contract	<input type="checkbox"/> Comp-Vary w/ Proj	<input type="checkbox"/> No Hme Sale Cont	<input type="checkbox"/> Spec Contr Req		
<input type="checkbox"/> Call LA-cont info	<input type="checkbox"/> Cont Contract OK	<input type="checkbox"/> None	<input type="checkbox"/> Spec Home Avail		
Disclosures					
<input type="checkbox"/> Agt/Fin Int	<input type="checkbox"/> Expt-disclos/disclaim	<input type="checkbox"/> MD Dept Nat Res	<input type="checkbox"/> Owner RE Licensee	<input type="checkbox"/> Subj to Condo/HOA Docs	
<input type="checkbox"/> Agt/Rel to Own	<input type="checkbox"/> Flood-Ins.-Req	<input type="checkbox"/> Mineral Lease	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Subj to VA POA	
<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Geo Haz Zone	<input type="checkbox"/> Mineral Resource Zone	<input type="checkbox"/> Proffers	<input type="checkbox"/> Surface Lease	
<input type="checkbox"/> Con Pend Rls	<input type="checkbox"/> High Intensity Line	<input type="checkbox"/> Mineral Rights	<input type="checkbox"/> Prop Disclaimer	<input type="checkbox"/> Udrgrd Stor Tnk	
<input type="checkbox"/> Conserv Area	<input type="checkbox"/> Historic Property	<input type="checkbox"/> None	<input type="checkbox"/> Prop Disclosure	<input type="checkbox"/> Under Lease	
<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Land Prsvtn Esmnt	<input type="checkbox"/> Off-Site Req	<input type="checkbox"/> Rm Add w/o Prmt		
<input type="checkbox"/> CPRA Fee	<input type="checkbox"/> Land Trust	<input type="checkbox"/> Other	<input type="checkbox"/> Sell Entirely		
<input type="checkbox"/> Division Potential	<input type="checkbox"/> Lmt Service Brokerage	<input type="checkbox"/> Other Environ Hazards	<input type="checkbox"/> Subj to Agr Cons Esmnt		
Possession					
<input type="checkbox"/> 0-30 Days CD	<input type="checkbox"/> 61-90 Days CD	<input type="checkbox"/> Delay Settlement	<input type="checkbox"/> Other	<input type="checkbox"/> Settlement	
<input type="checkbox"/> 120-180 Days	<input type="checkbox"/> 90-120 Days CD	<input type="checkbox"/> Immediate	<input type="checkbox"/> Pre-Settlement	<input type="checkbox"/> Subj-Exist Lease	
<input type="checkbox"/> 180+ Days	<input type="checkbox"/> Coin w/Sell Sett	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Seller Rent Back	<input type="checkbox"/> Subj-Home Choice	
<input type="checkbox"/> 31-60 Days CD	Historic Designation ID				
Special Permits					
<input type="checkbox"/> Army Corp-Eng	<input type="checkbox"/> Const str/wlk	<input type="checkbox"/> Grade/Dredge/Fill	<input type="checkbox"/> non-perm pav,shltr	<input type="checkbox"/> Valid Drnfd Prmt	
<input type="checkbox"/> Const Non-perm Dck	<input type="checkbox"/> Crit Area-Comm	<input type="checkbox"/> Inst Light/Elec Fix	<input type="checkbox"/> non-perm storage		
<input type="checkbox"/> Const Non-perm Shltr	<input type="checkbox"/> Est a comm fac/use	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Res Use Permit		

Show Instructions					
<input type="checkbox"/> 24 Hour Notice	<input type="checkbox"/> Call 1st-Owner	<input type="checkbox"/> Key-Broker Office	<input type="checkbox"/> Lockbox-Sentrilock	<input type="checkbox"/> Other	
<input type="checkbox"/> Appt Contact	<input type="checkbox"/> Call 1st-Pet	<input type="checkbox"/> Lister Must Accompany	<input type="checkbox"/> Lockbox-Supra	<input type="checkbox"/> Plan Avail/No Model	
<input type="checkbox"/> Appt Only-Lister	<input type="checkbox"/> Call 1st-Showing Service	<input type="checkbox"/> Lockbox-Combo	<input type="checkbox"/> Manager/Recep Dsk	<input type="checkbox"/> Restricted Times	
<input type="checkbox"/> Sppt Only-Owner	<input type="checkbox"/> Call Office	<input type="checkbox"/> Lockbox-Electronic	<input type="checkbox"/> No Boundary Mark	<input type="checkbox"/> See Models	
<input type="checkbox"/> Call 1st-Alarm Code	<input type="checkbox"/> Confidential	<input type="checkbox"/> Lockbox-Frnt Dr	<input type="checkbox"/> No Phone	<input type="checkbox"/> Show Anytime	
<input type="checkbox"/> Call 1st-Contact	<input type="checkbox"/> Email 1st-Lister	<input type="checkbox"/> Lockbox-MULTACC	<input type="checkbox"/> No Sign on Prop	<input type="checkbox"/> Vacant	
<input type="checkbox"/> Call 1st-Lister	<input type="checkbox"/> Gate/Entr Ctrl	<input type="checkbox"/> Lockbox-None	<input type="checkbox"/> Off Site Sales		
<input type="checkbox"/> Call 1st-Own Deaf	<input type="checkbox"/> Key at Desk	<input type="checkbox"/> Lockbox-Other	<input type="checkbox"/> On Site Sales		
<input type="checkbox"/> Federal Flood Insurance	<input type="checkbox"/> Federal Flood Zone				
Listing - Photos					
Photo Option					
<input type="checkbox"/> Lister Will Upload	<input type="checkbox"/> No Photo Per Seller	<input type="checkbox"/> VIC Ext, Interior, or Virtual	<input type="checkbox"/> VIC Exterior Only		
<input type="checkbox"/> Use Existing Photo	<input type="checkbox"/> Exterior Main Photo	<input type="checkbox"/> Media Vendor Name			
Listing - Remarks					
General					
Internet					
Exclusion Remarks (Only shows for Wicomico, Worcester and Somerset counties)					
Lot - Description					
Exterior Features					
<input type="checkbox"/> Balconies-Multiple	<input type="checkbox"/> Fenced - Fully	<input type="checkbox"/> Pool (Abv Ground)	<input type="checkbox"/> Private Beach	<input type="checkbox"/> Tennis Court(s)	
<input type="checkbox"/> Balcony	<input type="checkbox"/> Fenced-Invisible	<input type="checkbox"/> Pool (In-Ground)	<input type="checkbox"/> Private Pier	<input type="checkbox"/> Terrace	
<input type="checkbox"/> Bump-Outs	<input type="checkbox"/> Fenced-Partially	<input type="checkbox"/> Porch	<input type="checkbox"/> Private Road	<input type="checkbox"/> Udgrd Lwn Sprnklr	
<input type="checkbox"/> Deck	<input type="checkbox"/> Fenced-Rear	<input type="checkbox"/> Porch-Enclosed	<input type="checkbox"/> Roof Deck	<input type="checkbox"/> Water Fountains	
<input type="checkbox"/> Deck #2	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Porch-front	<input type="checkbox"/> Secure Storage	<input type="checkbox"/> Water Falls	
<input type="checkbox"/> Deck-Tiered	<input type="checkbox"/> Other	<input type="checkbox"/> Porch-rear	<input type="checkbox"/> Sidewalks		
<input type="checkbox"/> Decks-Multiple	<input type="checkbox"/> Outside Shower	<input type="checkbox"/> Porch-screened	<input type="checkbox"/> Sport Court		
<input type="checkbox"/> Extensive Hardscape	<input type="checkbox"/> Patio	<input type="checkbox"/> Porch-wraparound	<input type="checkbox"/> Stone Retaining Walls		
Lot Description					
<input type="checkbox"/> Additional Lot(s)	<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Landscaping	<input type="checkbox"/> PUD	<input type="checkbox"/> Water Access	
<input type="checkbox"/> Adjac to Glf Crs	<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Lot Premium	<input type="checkbox"/> Rip-Rapped	<input type="checkbox"/> Water Front	
<input type="checkbox"/> Backs to Trees	<input type="checkbox"/> Farmette	<input type="checkbox"/> Marshy	<input type="checkbox"/> Stream/creek	<input type="checkbox"/> Water View	
<input type="checkbox"/> Bcks-Opn Comm	<input type="checkbox"/> Flag Lot	<input type="checkbox"/> Non-Tidal Wetlnd	<input type="checkbox"/> Tidal Wetland	<input type="checkbox"/> Zero Lot Line	
<input type="checkbox"/> Bcks-PrklnD	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other	<input type="checkbox"/> Trees/Wooded		
<input type="checkbox"/> Bulkheaded	<input type="checkbox"/> Irregular Lot	<input type="checkbox"/> Pipe Stem Lot	<input type="checkbox"/> Unrestricted		
<input type="checkbox"/> Cleared	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Pond	<input type="checkbox"/> Vegetation Planting		
Building Permits					
<input type="checkbox"/> Application Pending	<input type="checkbox"/> Impact Fee	<input type="checkbox"/> No to Obtain	<input type="checkbox"/> On Hand	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Cost to Obtain	<input type="checkbox"/> No Building Permits	<input type="checkbox"/> Not Obtainable	<input type="checkbox"/> Other		
Development Status					
<input type="checkbox"/> Bonded	<input type="checkbox"/> Drainfield Permit(s)	<input type="checkbox"/> Plat Approved	<input type="checkbox"/> Ready to Bond	<input type="checkbox"/> Utilities at Site	
<input type="checkbox"/> Building Permit(s)	<input type="checkbox"/> Engineer Drawings	<input type="checkbox"/> Plat Recorded	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Utilities W/ 50'	
<input type="checkbox"/> Curb Cuts	<input type="checkbox"/> Finished Lots	<input type="checkbox"/> Prelim Plan Rvw	<input type="checkbox"/> Site Plan Approved	<input type="checkbox"/> Zoned	
<input type="checkbox"/> Curb/Gutter	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Raw Land	<input type="checkbox"/> Site Plan Recorded		
# of Bedroom Perc		Lot Dimensions - Depth		Lot Dimensions - Length	
Lot Dimensions - Width		Lot Acreage		Lot Size (Sq Ft)	
Min Sq Ft for 1 Story Dwelling			Min Sq Ft for 2+ Story Dwelling		
Master Plan Zoning		Transfer Development Rights (TDR)		# Building Sites/Lots	
Zoning Code		# of Perc Sites		<input type="checkbox"/> Y	<input type="checkbox"/> N Perc Test

Perc Test				
<input type="checkbox"/> Approved Perc	<input type="checkbox"/> Failed Perc	<input type="checkbox"/> Other	<input type="checkbox"/> Unknown	<input type="checkbox"/> Verify Perc
Y N Perc Report				
Potential Use				
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Hunting	<input type="checkbox"/> Office	<input type="checkbox"/> Residential	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other	<input type="checkbox"/> Retail/Wholesale	
<input type="checkbox"/> Double-Wide	<input type="checkbox"/> Mixed	<input type="checkbox"/> Recreation	<input type="checkbox"/> Sand/Gravel	
Present Use				
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Double-Wide	<input type="checkbox"/> Hunting	<input type="checkbox"/> Other	<input type="checkbox"/> Storage Yard
<input type="checkbox"/> Auto Dealer/Service	<input type="checkbox"/> Drive-Thru	<input type="checkbox"/> Industrial	<input type="checkbox"/> Recreation	<input type="checkbox"/> Telecom Site
<input type="checkbox"/> Bar	<input type="checkbox"/> Driving Range	<input type="checkbox"/> Marina	<input type="checkbox"/> Residential	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Beer/Wine/Liquor	<input type="checkbox"/> Dry Cleaner	<input type="checkbox"/> Mixed	<input type="checkbox"/> Retail/Wholesale	
<input type="checkbox"/> Car Wash	<input type="checkbox"/> Financial	<input type="checkbox"/> Mobile/Trailer Park	<input type="checkbox"/> Sand/Gravel/Dirt	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Funeral Home	<input type="checkbox"/> Multi Residential	<input type="checkbox"/> Senior/Child Care	
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Office	<input type="checkbox"/> Spa	
Road Frontage		Setbacks - Front		
Setbacks - Rear		Setbacks - Side		
Soil Types				
<input type="checkbox"/> Clay	<input type="checkbox"/> MG	<input type="checkbox"/> Soil Study Avail	<input type="checkbox"/> UD	<input type="checkbox"/> UNR
<input type="checkbox"/> Limestone/Shale	<input type="checkbox"/> Nul	<input type="checkbox"/> UBC	<input type="checkbox"/> UGR	<input type="checkbox"/> USC
<input type="checkbox"/> LLC	<input type="checkbox"/> Rocky	<input type="checkbox"/> UBW	<input type="checkbox"/> UMG	
<input type="checkbox"/> Loam	<input type="checkbox"/> Sandy	<input type="checkbox"/> UCS	<input type="checkbox"/> Unknown	
Topography				
<input type="checkbox"/> Bottom Land	<input type="checkbox"/> Hilly	<input type="checkbox"/> Medium Bank	<input type="checkbox"/> Rough Grade	
<input type="checkbox"/> Downhill	<input type="checkbox"/> Level	<input type="checkbox"/> Moderate Slope	<input type="checkbox"/> Sloped	
<input type="checkbox"/> Drainage Comp	<input type="checkbox"/> Low Bank	<input type="checkbox"/> Ravine	<input type="checkbox"/> Topo Plat	
<input type="checkbox"/> High Bank	<input type="checkbox"/> Marshy	<input type="checkbox"/> Rolling	<input type="checkbox"/> Uphill	
View/Exposure				
<input type="checkbox"/> City	<input type="checkbox"/> Limited	<input type="checkbox"/> Northwest	<input type="checkbox"/> Scenic Vista	<input type="checkbox"/> Street
<input type="checkbox"/> East	<input type="checkbox"/> Mountain View	<input type="checkbox"/> Other	<input type="checkbox"/> South	<input type="checkbox"/> Trees
<input type="checkbox"/> Garden/Lawn	<input type="checkbox"/> North	<input type="checkbox"/> Pastoral View	<input type="checkbox"/> Southeast	<input type="checkbox"/> Water View
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Northeast	<input type="checkbox"/> River	<input type="checkbox"/> Southwest	<input type="checkbox"/> West
Participants - Agent				
Listing Agent ID#			Alternative Agent ID#	
Participants - Owner				
#1 First Name		#1 Last Name		#1 Home Phone
#1 Office Phone		#2 First Name		#2 Last Name
#2 Home Phone		#2 Office Phone		
Property - Address				
Street Number		Street # Suffix		Street Name
Street Type		Street Direction		Postal City
State		Zip Code (5)		Zip 4
Property - Community				
Advertised Subdivision			Elementary School	
Middle School			High School	
Roads				
<input type="checkbox"/> Access-above grade	<input type="checkbox"/> Black Top	<input type="checkbox"/> Gravel	<input type="checkbox"/> Railroad-Potential	<input type="checkbox"/> Tar and Chip
<input type="checkbox"/> Access-below grade	<input type="checkbox"/> City/County	<input type="checkbox"/> No Road	<input type="checkbox"/> Railroad-Siding	<input type="checkbox"/> Unimproved Road
<input type="checkbox"/> Access-on grade	<input type="checkbox"/> Concrete	<input type="checkbox"/> Private Road	<input type="checkbox"/> Railroad-Spur	<input type="checkbox"/> US Hwy/Interstate
<input type="checkbox"/> Alley	<input type="checkbox"/> Dirt	<input type="checkbox"/> Process for Approval	<input type="checkbox"/> Rd Maint Agree	
<input type="checkbox"/> Approved	<input type="checkbox"/> Easemnt/Rt Way	<input type="checkbox"/> Railroad-Mainline	<input type="checkbox"/> State	
Transportation				
<input type="checkbox"/> 1 mi-Comm Rail	<input type="checkbox"/> 1 mi-subway	<input type="checkbox"/> Other	<input type="checkbox"/> Rsh Hr Comm Svc	
<input type="checkbox"/> 1 mi-Metro Bus	<input type="checkbox"/> Comm Chtr Svc	<input type="checkbox"/> Public Bus Svc		
HOA/Condo/Coop Community Amenities				
<input type="checkbox"/> Answr Serv	<input type="checkbox"/> Concierge	<input type="checkbox"/> Jog/Walk Path	<input type="checkbox"/> Pool Mem Avail	<input type="checkbox"/> Spa
<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Conv Store	<input type="checkbox"/> Marina Club	<input type="checkbox"/> Pool-Indoor	<input type="checkbox"/> Tennis Court(s)
<input type="checkbox"/> Beach	<input type="checkbox"/> Elevator	<input type="checkbox"/> Mooring Area	<input type="checkbox"/> Pool-Outdoor	<input type="checkbox"/> Tennis-Indoor
<input type="checkbox"/> Beauty Salon	<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Non-Lake Rec	<input type="checkbox"/> Putting Green	<input type="checkbox"/> Tot Lot(s)/Plygrd
<input type="checkbox"/> Bike Trail	<input type="checkbox"/> Extra Storage	<input type="checkbox"/> Non-Subdivision	<input type="checkbox"/> Racquet Ball	<input type="checkbox"/> Water/Lake Priv
<input type="checkbox"/> Boat Slip	<input type="checkbox"/> Fencing	<input type="checkbox"/> None	<input type="checkbox"/> Rec Center	
<input type="checkbox"/> Bowling Alley	<input type="checkbox"/> Gated Community	<input type="checkbox"/> Other	<input type="checkbox"/> Retirement Comm.	
<input type="checkbox"/> Comm Lndry Room	<input type="checkbox"/> Golf Club	<input type="checkbox"/> Party Room	<input type="checkbox"/> Sauna	
<input type="checkbox"/> Common Grounds	<input type="checkbox"/> Horse Trails	<input type="checkbox"/> Pier/Dock	<input type="checkbox"/> Security	

HOA/Condo/Coop Fee Includes					
<input type="checkbox"/> A/C Units(s)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Master Ins Policy	<input type="checkbox"/> Rec Facility	<input type="checkbox"/> Taxes	
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Ext Bldg Maint	<input type="checkbox"/> None	<input type="checkbox"/> Reserve Funds	<input type="checkbox"/> Tennis Court(s)	
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Gas	<input type="checkbox"/> Other	<input type="checkbox"/> Road Maint	<input type="checkbox"/> Tot Lot(s)/Plygrd	
<input type="checkbox"/> CAM	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Parking Fee	<input type="checkbox"/> Security	<input type="checkbox"/> Trash Removal	
<input type="checkbox"/> Comm Center	<input type="checkbox"/> Heat	<input type="checkbox"/> Pier/Dock Maint	<input type="checkbox"/> Sewer	<input type="checkbox"/> Underlying Mort	
<input type="checkbox"/> Custodial Services	<input type="checkbox"/> Management	<input type="checkbox"/> Pool(s)	<input type="checkbox"/> Snow Removal	<input type="checkbox"/> Water	
HOA/Condo/Coop Management					
<input type="checkbox"/> Builder/Developer	<input type="checkbox"/> Other	<input type="checkbox"/> Owner/Self-Mgt	<input type="checkbox"/> Prof-Off Site	<input type="checkbox"/> Prof-On Site	
				<input type="checkbox"/> Prop Lessee Asso.	
HOA/Condo/Coop Rules					
<input type="checkbox"/> Adult Liv Comm	<input type="checkbox"/> Credit/Board Appr	<input type="checkbox"/> None	<input type="checkbox"/> Pets-Not Allowed	<input type="checkbox"/> RV/Boats/	
<input type="checkbox"/> Altr/Arch Chgs	<input type="checkbox"/> Elevator Use	<input type="checkbox"/> Other	<input type="checkbox"/> Pets-Size Restrict	<input type="checkbox"/> Selling	
<input type="checkbox"/> Antenna	<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Parking	<input type="checkbox"/> Pets-w/App/Dep	<input type="checkbox"/> Sep Land Leased	
<input type="checkbox"/> Appl Free Reqd	<input type="checkbox"/> Fencing	<input type="checkbox"/> Pets-Allowed	<input type="checkbox"/> Rec Equip		
<input type="checkbox"/> Bldg Restr	<input type="checkbox"/> Moving Fees Reqd	<input type="checkbox"/> Pets-Area	<input type="checkbox"/> Renting		
<input type="checkbox"/> Covenants	<input type="checkbox"/> Moving In Times	<input type="checkbox"/> Pets-Cats Only	<input type="checkbox"/> Restrictions		
Community Name				<input type="checkbox"/> Y <input type="checkbox"/> N	Public Road
Property - Location					
Election District		Area	County		
Incorporated City/Town		ADC Map Cook Coordinate	TBM Map Book Coordinate		
Section		Lot	Block/Square		
Phase		Parcel Number	Tax Map Number		
Liber Number		Folio Number	Location Type		
Directions					
Property - Tax Info					
Tax ID Number		Improvement Amount	Land Assessment Amount		
Year Assessed		City/Town Tax	County Tax		
Tap		Special tax assessment	Refuse		
Total Taxes		Tax Year	<input type="checkbox"/> Y <input type="checkbox"/> N	Agricultural Tax Due	
Agricultural District					
Property - Water					
<input type="checkbox"/> Y <input type="checkbox"/> N	Water Oriented				
# Boats - Non Power		# Boats - Power		# of Docks	
Dock Type					
<input type="checkbox"/> Against Bulkhead	<input type="checkbox"/> Multiple Slip	<input type="checkbox"/> Other	<input type="checkbox"/> Ramp	<input type="checkbox"/> Swim Only	
<input type="checkbox"/> Mooring	<input type="checkbox"/> None	<input type="checkbox"/> Pier	<input type="checkbox"/> Single Slip	<input type="checkbox"/> Type A	
Blocks to Ocean		Mean Low Water		Name of Body of Water	
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Navigable Water	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Physical Dock/Slip Conveys	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Water Access <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Water Front
Water Frontage			<input type="checkbox"/> Y <input type="checkbox"/> N	Water View	

CREDIT CARD PAYMENT AUTHORIZATION

Please Complete & E-Mail Back Or Fax using the Attached Fax Cover Sheet as top page of fax!!

I, _____ do hereby authorize For Sale By Owner (CSR) to place the amount of \$ _____ + **5% Virginia Sales Tax** on my **Visa / Mastercard** to add the below service(s) to my account: I understand if my package includes a sign/lockbox, **deposit & shipping** will be added to the cost listed below unless I prefer to pick up items.

CHECK PACKAGE SELECTION

____ FSBO Economy, ____ Realtor's Only Listing, ____ Works, ____ Whole Enchilada
____ 1 Month, ____ Basic MLS, ____ Supreme, ____ Enchilada or ____ No Money Up Front (3.5% due at closing),

Circle The Options You Want Below - if you plan doesn't already include it.

\$50 **COMBO** Lockbox (+ \$100 Refundable Deposit + \$10.00 Shipping)

\$50 **REALTOR** Lockbox (+ \$100 Refundable Deposit + \$10.00 Shipping)

\$50 **Realtor.com Showcase Listing** (all pics rather than just 4 pics, open hses & full narrative loaded)

OR # ____ **pics x \$5 =** ____ \$5 per extra pic over pkg limit. A Picture says a 1000 words (all sites but Realtor.com)

\$45 **Unlimited Changes** - Price changes are free (**ONLY AVAILABLE WHEN FIRST PLACING ORDER**)

\$15 **Open House listing** (3 for \$30 if dates are given all at one time) Dates/Tim

es: _____

\$35 Comps/CMA

\$15 **Basic Sign** - (Pick-up only Sterling, VA Beach and Fredericksburg)

\$30 **Frame Sign** - (+\$10 Deposit) - (Pick up only Sterling, VA Beach & Fredericksburg)

\$65 **Post Sign** - (+\$20 Refundable Deposit + \$40 Shipping) (Pick-up only Sterling and Fredericksburg)

\$22 **Brochure Box** or \$11 **Brochure Tube** (Pick-up only Sterling, VA Beach and Fredericksburg)

\$11 **Basic Directional Signs** (\$22 Deluxe, \$11 Basic, \$3 Economy) (Pick up only Fredericksburg, Sterling)

\$7 **Rider Inserts** - _____ list which one you want (Shipping Free with Post Sign Rental)

\$7 **St. Joseph** (to be buried next to your sign)

\$12 **Home Sales Kit Book** - This comprehensive guide to selling a home.

\$395 **Home Warranty** (**\$75 up front - balance due at closing**)

\$475 **Assistance Option** - Business Hour Phone Support, Contract Review or Prepare/Paperwork/Negotiation Assistance/Guidance all the way to closing from 9-5 pm Monday-Friday.

\$975 **Assistance Option** - Business & After Hr Phone Support, Contract Review or Prepare/Paperwork/Negotiation Assistance/Guidance all the way to closing from 9 am - 7 pm Everyday

LIST ANY OTHER OPTIONS - _____

My charge card # is _____
VISA OR MASTERCARD ONLY PLEASE **Exp Date** _____ **3 Digit # on Back** _____

CREDIT CARD Billing Address _____
City, State, Zip _____

My Authorization Signature: _____ **I understand there are NO Refunds.**
Signs and Lockboxes are due back upon Listing Expiration/Cancellation - before listing can be cancelled.

****IMPORTANT****

All Listings/Changes are up and running within 1-2 business days. Business days are M-F 9-5 pm.

I understand **ALL Signs/Lockbox are rentals & I must return them via mail** to a For Sale By Owner drop off location **before Closing, Cancellation or MLS expiration IN CLEAN, REUSABLE CONDITION.** Cancellation cannot take effect until return of items. If I request signs/lockbox be picked up - I forfeit my deposit (min 1 wk notice for pick up & **not available in all areas**). Refunds take 2-4 wks.

I am required to send Debbie w/Cottage Street Realty (CSR) / FSBO a full copy of my ratified contract within 12 hrs of ratification. **On Settlement Day, I will provide CSR my Fully Signed HUD-1 within 12 hrs of signing to meet the requirements of the MLS Rules.** Should I fail to provide the contract and the HUD within 12 hours of occurrence, I understand that CSR will get fined & then I will be responsible for that fine - which is typically \$500-\$1000.

**REAL ESTATE INFORMATION NETWORK, INC.
LISTING CHANGE FORM**



MLS No.: _____ Address : _____ ("Property")

[Check Appropriate Change(s)]

PRICE CHANGE

Current List Price _____ New List Price _____
Current MCOA _____ New MCOA _____

Seller agrees that this change of price shall not invalidate its present listing agreement except to the extent that it changes the price asked for the Property. With the written consent of the listing broker, the seller is privileged to change the price at which the Property is listed. This price change, when properly executed, signed and dated, becomes effective immediately and must be either input by the Listing Firm into the Real Estate Information Network, Inc. ("REIN") computer or submitted to REIN for input within twenty-four (24) hours of execution.

EXTENSION Current Expiration Date: _____ New Expiration Date: _____

BACK ON MARKET

CONTINGENCY (The Following Contingency applies: Check All that Apply If Applicable)

- FRR First Right of Refusal
- LEAD Lead Inspection Contingency
- HOME Home/EIFS Inspection Contingency
- 3RDPA 3RD Party Approval
- CRT Court Approval
- BDAP Board Approval
- 48H 48 HR Kickout
- 72H 72 HR Kickout
- CALL Call Listing Agent
- POA/CONDO POA/Condo

MISCELLANEOUS CHANGE

(THE ABOVE CHANGES ARE HEREBY MADE A PART OF THE ORIGINAL LISTING)

Except as modified by this Listing Change Form, all other terms and conditions of the Standard Listing Agreement remain in full force and effect according to their original terms.

Cottage Street Realty, LLC
Listing Firm _____ Firm ID # _____ Seller _____ Date _____

By: _____
Agent **Debbie P. Crevier-Kent** REIN ID # _____ Seller _____ Date _____

BROKER ENDORSEMENT

By my signature below, I hereby (1) certify that I have the seller(s)' permission to make the change(s) cited above and (2) agree on behalf of the Principal Broker, Listing Firm and seller(s) to indemnify and hold harmless Real Estate Information Network, Inc. for accepting and/or processing this change form as submitted and executed.

Principal Broker Date
(or Supervising Broker, if authorized)

FOR LISTING OFFICE USE ONLY Input Date _____ Initials _____

THIS FORM MUST BE PROCESSED WITHIN 2 DAYS EXCLUDING WEEKENDS & FEDERAL HOLIDAYS

CHG (Last Revised 10/01/2009)
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FSBO Settlements

Several Locations to Serve Our Clients
In Virginia – Close At Your Home – or Arlington, Fairfax and Fredericksburg
In DC - TBD
(703) 551-4757; Fax: (866) 485-9310

CLOSING FEES (with Assistance Option)

<u>Title & Escrow Fees</u>	<u>Buyer</u>	<u>Seller</u>
Settlement/Closing fee	\$250.00	\$250.00
Title Abstract	\$125.00	
Title Exam/Commitment*	\$100.00	
Document Preparation/Attorney		\$100.00
Release of Mortgage/Deed of Trust		\$85.00
Courier fees:	\$20 – 30 per package as required	
Title Insurance Premium	\$ based on sales price - see table below**	
<u>Miscellaneous:</u>		
Survey (quote required for over an acre)	\$ 275.00***	
Termite		\$50.00****
Overnight Packages (if needed)	\$ 70.00	\$ 70.00
Notary/Wire Fees (if needed)	\$ 25.00	\$ 25.00
FSBO Assist Opt (Optional)		\$475.00*****
Home Warranty (Optional)		\$375.00
Well and Septic (if you have well/septic)		\$150.00
Close At Your Home (Optional)	\$100.00	\$100.00

Government Charges & Taxes for VA ^{± - MD see attached}

Recording Fee-Deed	\$ 45.00
Recording Fee- Mortgage/Deed of Trust	\$ 48.00 (avg).
Recordation Tax- Deed	\$3.33/\$1,000 sales price
Recordation Tax- Mortgage/Deed of Trust	\$3.33/\$1,000 loan amount
Grantor Transfer Tax	\$1/\$1,000 of Sale Price

[±] Government Charges and Taxes are subject to amendment at any time by the Government.

* Price may vary depending on site location.

**Title Insurance – Owner’s and Lender’s coverage (simultaneous issue):

Advantage Policy:

\$0 - \$100,000 \$4.68 per thousand of sales price

\$100,000 - \$500,000 \$4.08 per thousand of sales price

Add \$50.00 for each lender’s policy required for simultaneous coverage.

Example:

Sales price = \$175,000.00

100 x \$4.68 = \$468.00

75 x \$4.08 = \$306.00

1st Deed of Trust \$ 50.00

Total Premium \$824.00

*** For lot size 1 acre or less. Price can vary for larger parcels.

**** For most single family homes. Price can increase for larger homes.

*****\$475 Seller or Buyer can pay or they can split the cost.