

Listing Guidelines Addendum

1. All people on the Deed must initial and sign all Paperwork. All change orders must be signed and e-mailed to us.
2. All photos must be in Jpeg format size 640 x 480 and e-mailed to us. Multiple Photos are the best way to do mass marketing as people identify location, variables about house they are considering, and photos indicate appeal factor.
3. On flat fee limited services listings you are allowed to make 3 changes after the Listing is inputted. Additional changes, requests for us to check something out in the MLS such as a new sale, will be billed at \$25 per change or request.
4. All early withdrawals must sign a withdrawal slip. If we refer you to another Agent after your house closes we generally get a referral fee and can give you back your Listing fee. In Columbia you must return our Lockbox and sign to have your house withdrawn.
5. We will not call Agents to ask them about how the showing went. You may call the directly for feedback. It can impact you lowering your price or making some other condition changes.
6. In Columbia you are responsible to bring back our sign and lockbox to get back your \$50 deposit.
7. Please remember you will have some Seller closing costs including Deed stamps (about \$3.70 per thousand of price \$370 per \$100,000) preparing the docs, and other small fees, plus pro rating taxes, insurance and HOA fees.
8. Flat fees are due prior to Listing. Check is preferred for payment or phoned in credit card info for security purposes.
9. Consider Electronic Agent Lockboxes for ease of showing so as not to miss an opportunity if you are unavailable to show. Combination lockboxes are not safe.
10. On the Listing Information tell us any thing in the house that doesn't stay. On Input sheets** Fields that require they be addressed do not mark Refrigerator or Washer Dryer

if you do not wish them to stay You are responsible for whatever you fill out on the sheets. On Square footage you give us, give us the source of where you got it. Exs. Appraisal, tax records. Only heated space counts in Square footage.

11. Please communicate as much as possible by e-mails for quicker response and record keeping. Phone calls take more time for us and easier to let something slip through in our busy days.
12. Make sure you fill out the new Addendum for the Property Disclosure which covers Homeowners fees and Assessments. It is required by Law to do so.
13. Make sure you receive a copy of your Listing to review for any changes or errors. It is best to give us the Public remarks that impact a prospective Buyer about the area, neighborhood, and not just repeat remarks already in the Listing like 4 Bedrooms 3 Baths. Keep a copy of the Input sheets we give you to refer to.
14. On National sites and other Agent sites showing your Listings you will see different formatting and abbreviated content then your Listing as it shows in the local MLS. It will take up to 2 Business days to show up on U.S. sites. We have no control of either the U.S. sites or other Agent sites and how quickly or how they present the content.
15. You must contact us re: any offers ASAP and any contracts to reflect accurately your status in the MLS to avoid fines and other Agent Commissions . Failure to do so you agree to hold us harmless from you inaction to provide this.
16. Remember you are saving thousands, and this is Limited service. If you get our basic program you can upgrade to full service at any time after paying the additional fee.
17. Do not take down the sign until the house closes as deals fall through. Please understand closings are anticipated dates and many times those dates are not met for different

reasons. This is stressful, and can be expensive as far as moving and other closing you may have to buy your next property. Do look to get backup offers and write that on the contract if you do so without us. It is better to have 2 then 1. All offers to be contracts and all terms must be in writing and changes initialed and dated. Once your house goes under contract the MLS and U.S. sites may drop it out of the System according to their policies. Don't call us as we have no control over that.

18. Agents will put in your remarks for Flat Fee Listings that all Paperwork must be sent to them prior to negotiating with our Sellers similar to an Exclusive Right to Sell Listing. This is for your protection and ours.

I agree to abide by the Addendum and failure to do so can result in my Listing being withdrawn without being reimbursed for my Listing. Any disagreements regarding the Listing will be subject to Mediation only according to local MLS rules.

_____ Seller _____ Date

_____ Seller _____ Date