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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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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



www.GoToFSBO.com

703-551-4757 or 540-582-5777

PICK THE PLAN FOR YOU



Select A Plan that is right for you	Monthly \$50 Every 30 Days	Economy \$175 One-Time Fee	Economy Plus \$225 One-Time Fee	Realtor's Only \$275 One-Time Fee	Works \$515 One-Time Fee	Enchilada \$615 One-Time Fee	Whole Enchilada \$850 One-Time Fee	No Money Up-Front 3.75% at Closing
GoToFSBO.com Listing Home Selling Workbook Upload 5 Photos/2 free chngs Print Your Own Flyers	✓	✓	✓		✓	✓	✓	✓
Until Sold FSBO Listing CMA - Price Suggestion up to 30 pic slide show tour on our FSBO Site		✓	✓		✓	✓	✓	✓
Increased Advertising Pckge Google, Oodle, Yahoo Listing Yrd Sgn, Directionals Local Office Phone Support			✓		✓	✓	✓	✓
Agent Support Package Contract to Closing Support Paperwork, forms, etc. Paperwork review Pricing Assistance						✓	✓	✓
MLS Package 6 mth w/5 pics Realtor.com, Zillow Homesdatabasse.com (MRIS) HRMLS.com (REIN) Top Syndicated Realtor Sites				✓	✓		✓	✓
Upgrades Magazine Ad 30 pics on MLS & FSBO Unlim Changes to FSBO Ad Unlim Changes to MLS Listing					✓	✓	✓	✓
Featured Home Online <i>offers the best exposure</i> Upgraded Post Sign Flyer Box and Lockbox Incl							✓	✓

Lockboxes \$50 (+100 Refundable Deposit + \$10 Shipping) and \$40 Shipping for signs - or they can be delivered or picked up.

Other Options & Accessories are available for any pckge - home warranty, frame & post signs, directionals, riders, brochure boxes



GoToFSBO.com ADVERTISING ORDER FORM

Advertising Rep: _____

Gave to Driver _____

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 - Driver to Do	

1 Personal Information:

Name			
Address		City	State
		Zip Code	
Home Phone	Work Phone	Cell Phone	
E-mail Address		Fax Phone	

Photographs

Pictures: (Circle One) FSBO To Take \$50 or Provided on: Print E-mail Disk
IMPORTANT: If providing photos, please labeled them with your last name & rm (exp: smithlivingrm). Thanks
Did You Attend a Seminar: Yes / No

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
				Carpot: 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, Bsmt: Full or Partial Finished / Part Fin / Unfin Rough-In: Y / N Walkout: Y / N;	Patio: _____	Fireplace: Yes / No (Gas Burn / Wdburn / Wdstove)	Deck: _____
			What Rm(s): _____	Type: Brick / Stone / Marble

3 Advertising:

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): The Whole Enchilada Enchilada Works No Money Up-Front	Realtors Only Economy Plus Economy Monthly
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Costs:

Ad Pkg		
Feature Hme	\$50 on websites	
Front Cover Mag	\$75 Excellent Exposure	
MLS Extra Pics	\$5 each - max 30	
LockBox	\$50 +\$100 Deposit	
Lockbox Shipping	\$10.00	
Asst Optn Inc w/Enchilada	Bus Hr \$475 support	
CMA (comps)	\$30	
Yard Sign Pst / Frm	\$30 Frm or \$65 Pst	
Sign Deposit	\$10 Frame; \$20 Post Sign	
Sign Dlvry/Mail	\$40mail/ \$65 Rush	
Info Box - \$22 or	Info Tube - \$10	
HFS/OH Directnl	White&Red/ Deluxe	
Econ Signs	\$3.00/each	
Rider Inserts	\$7.00/each	
Book	\$12.00	
St. Joseph	\$7.00	
Home Warranty	OLD / HMS (\$75 upfront/Bal at Closing)	Insert Y/N
Weekend Rush Fee	\$50 / \$100	
Banner	\$30	
TAX	ADD 5% TAX	
TOTAL		

Directions to Property:

Payment: circle one <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> To Be Billed <input type="checkbox"/> Exp. ____ / ____ / ____ 3 Digit on Back of credit card _____	Photo Identifiers/Notes:
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Read & Sign:

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. Under no circumstances is this contract subject to cancellation, termination or refund due to any error. Signs and Lockboxes Must be Returned CLEAN to FSBO Services before Ad/Listing Expiration/Sold Date. There is a \$35.00 returned check or declined/rejected credit card charge. Seller will provide copy of ratified contract within 12 hours of receiving a contract. MLS clients will provide a copy of the signed HUD-1 statement on closing day. 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.

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. MLS Listings are by Debbie Kent Licensed with Cottage Street Realty, LLC, 8300 Boone Blvd, Ste 500, Vienna, VA 22182

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.

Signature: _____ Date: _____

CREDIT CARD PAYMENT AUTHORIZATION

Please Complete & Fax Back using the Fax Cover Sheet with the listing!!

I, _____ do hereby authorize For Sale By Owner to place the following 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 – deposit & shipping will be added to the cost (or items may be picked up)

Circle One - Monthly, Economy, Economy Plus, MLS Listing, Works, Enchilada, The Whole Enchilada, or The No Money Up-Front (3.5% due at closing)

Circle The Options You Want Below (if your plan doesn't already include it) –

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

\$50 Featured Home - Get the Best Exposure

\$35 Unlimited Changes

\$30 Comps

\$5 each extra pic (extra pics are just \$5 each - max allowed 30 pics) - A Picture says a thousand words!!

\$65 Upgraded Post Sign – (+\$20 Refundable Deposit + \$40 Shipping)

\$22 Brochure Box

\$11 Basic Directional Signs (\$22 Deluxe, \$11 Basic, \$3 Economy) (+ \$10 Shipping)

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

\$7 St. Joseph (to be buried next to your sign + \$4 Shipping)

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

\$175 Business Hour Phone Support only

\$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 - 8 pm Everyday

LIST ANY OTHER OPTIONS YOU WANT _____

I understand that there are **NO Refunds**.

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: _____

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).

IMPORTANT

If utilizing a FSBO Lockbox, I understand I am renting signs/lockbox & deposits will be refunded after I have returned items to the FSBO Office. Refunds may take up to 6 weeks. If I request FSBO to pick up the lockbox &/or signs, my deposit(s) will be forfeited. **Either way the lockbox &/or signs must be returned in clean reusable condition before closing, cancellation or MLS expiration.** I understand I need to return the lockbox &/or signs before cancellation can take effect. Failure to return items will incur another \$100 fee on my card (see sign rental for sign fees). In addition, I am required provide FSBO a full copy of the ratified contract within 12 hrs or ratification. On the day of settlement, I will provide them my signed HUD-1 at which point my deposits 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 2010

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. Some packages include changes, other packages, changes are \$15 each. Price changes are always free. 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 within 24-48 business hours. Please verify you are up & running. Cancellation **MUST** be in writing by fax, e-mail or mail - call to confirm we received request. Price changes are free. Some packages include unlimited pics (of course max each website allows) - others packages - extra pics are \$5 each. Some packages include unlimited changes - other packages - \$15.00 per change. Limited Web Sites Available for MD/DC. For Sale By Owner Services only has control of . www.gotofsbo.com (local); www.homesbyowner.com (national). & will not be held liable for other sites.

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 only. 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