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**Custom Fax Coversheet for REIN Document Manager**

**User Name: Debbie Crevier-Kent**

**Office: Cottage Street Realty LLC**

**Fax Number: (866)921-0082**

**Instructions:**

Use this coversheet to send documents to Debbie Crevier-Kent's Document Inbox.

If faxing multiple documents use this cover page as a separator between each document.

This document will be e-mailed to the following recipients after it has been received and processed:

dkentcsr@gmail.com

**Comments:**

**PLEASE READ - IMPORTANT**  
The RED fields MUST be filled in or signed prior to sending back to us.  
You can also digitally sign these documents.  
Not sure how - click here - [http://www.youtube.com/watch?v=tjThKppi\\_iw](http://www.youtube.com/watch?v=tjThKppi_iw)

To place an order - simply log onto our secure website or fill out the attached credit card form. All changes must be made in the "Property Details" section of your account on our website (commission changes are made in the "Property Details" and on the MLS Change form. Changes that are not in the "Property Details" can also be made on the MLS Change form. Price Changes are free - all other changes are \$15 and can be paid from within your account under "order additional items or on the attached credit card form - unless you paid for unlimited changes). To save the attached to your computer, hit the SAVE AS PDF and then attach the pdf to an e-mail and send to debbiekent@mris.com OR if Faxing back - you must use this cover sheet as the first page of all faxes you send to us or we will not get the fax.

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COMMISSION, EXTENSION OR CONTINGENCY CHANGE FORM

Price changes and any other changes are to be done in the "Property Details" Section in your account on our website.

**MLS No:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Commission Change:** \_\_\_\_\_ \$15 fee applies unless you have unlimited changes.

**Do not forget to also put the commission change in the property details section in your account on our website. It must be done here and there for it to appear in the MLS.**

**Extension:** Current Expiration Date: \_\_\_\_\_ New Expiration Date: \_\_\_\_\_

**Date Back On Market:** \_\_\_\_\_ \$15 fee applies unless you have unlimited changes.

**Contingency** – (The following contingency applies: Check all that apply if Applicable).

*\$15 fee applies unless you have unlimited changes to mark it contingent and then another \$15 to mark it to pending after contingency expires – so mark \$30 for price change if you opt for this.*

- Date Contingency Expires \_\_\_\_\_ FRR – First Right of Refusal
- Date Contingency Expires \_\_\_\_\_ LEAD – Lead Inspection Contingency
- Date Contingency Expires \_\_\_\_\_ HOME – Home/EIFS Inspection Contingency
- Date Contingency Expires \_\_\_\_\_ 3RDPA - 3<sup>RD</sup> Party Approval
- Date Contingency Expires \_\_\_\_\_ 48H – 48 Hour Kickout
- Date Contingency Expires \_\_\_\_\_ 72H – 72 Hour Kickout
- Date Contingency Expires \_\_\_\_\_ POA/CONDO – POA/Condo

**MISCELLANEOUS CHANGE:** If there is something that is not above and NOT in the Property Details section in your account on our website – place it here: \$15 fee applies unless you have unlimited changes.

(The above changes are hereby made a part of the original listing)  
Except as modified by this 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** Seller \_\_\_\_\_ Date \_\_\_\_\_  
**Agent: Debbie Crevier-Kent**

\_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_

By my name 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 the MLS system for accepting and/or processing this change form as submitted and executed.

Alex Hodges – Principal Broker Date: \_\_\_\_\_

*This form is for commission changes, extension changes or miscellaneous changes NOT listed in your "Property Details" in your account on our website.  
All Changes are \$15 EACH - unless you signed up for the unlimited changes when you placed your original order.  
You may pay for these changes on our secure website or on the attached form.*

# AMENDMENT / ADDENDUM TO LISTING AND PURCHASE AGREEMENT

This document forms an integral part of the Listing and Purchase Agreement ("Agreement") dated \_\_\_\_\_, between \_\_\_\_\_ ("Buyer") and \_\_\_\_\_ ("Seller") and \_\_\_\_\_ ("Selling Firm") and \_\_\_\_\_ **Cottage Street Realty, LLC** \_\_\_\_\_ ("Listing Firm") for all that certain piece, parcel or lot of land described as follows to-wit: \_\_\_\_\_

Full Property Address \_\_\_\_\_ Property City \_\_\_\_\_ Property State \_\_\_\_\_ ("Property").

The undersigned Buyer and Seller hereby agree to the following:

Seller(s) agree to pay and authorize Title / Settlement Company / Attorney to Collect on the HUD at closing:

\_\_\_\_\_ % of the Final Sales Price directly from the Seller's proceeds at Settlement to Pay Buyer's Broker's fee

Or

\$ \_\_\_\_\_ from the Seller's proceeds at Settlement to Pay Buyer's Broker's fee

to: \_\_\_\_\_ - the Selling firm (Buyer's Agent) at the time of settlement.

This listing is a flat fee listing and no funds go through the Listing Company. The Listing Company is not due a commission and the listing company fee has already been paid by the Seller.

**SELLING COMPANY REQUIREMENT:** You must send the Listing Company a copy of the FULLY Ratified Contract **within 12 hours of Signing** so the MLS can be updated accordingly. NO COMMISSION CHANGES from what is published in the MLS Listing may be made without Listing Company's prior approval.

**SETTLEMENT / TITLE COMPANY REQUIREMENT:** The Listing Company will need a copy of the FINAL Signed HUD within 12 hours of closing sent to [debbiekent@mrisc.com](mailto:debbiekent@mrisc.com) – NO COMMISSION CHANGES from what is published in the MLS Listing may be made without Listing Company's prior approval.

**Except as expressly set forth above, all of the other terms and conditions of the Purchase Agreement not modified above, shall remain unchanged and in full force and effect.**

**ALL OWNERS ON THE DEED – MUST SIGN THE PAPERWORK**

\_\_\_\_\_  
(Selling Firm)

\_\_\_\_\_  
(Buyer) (Date)

By: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Buyer) (Date)

Cottage Street Realty, LLC  
(Listing Firm)

\_\_\_\_\_  
(Owner/Seller) (Date)

By: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner/Seller) (Date)

**CREDIT CARD PAYMENT AUTHORIZATION – OR ORDER THE BELOW ON OUR SECURE WEBSITE**

***If you have already paid online – this form is not necessary.***

**CHECK PACKAGE SELECTION (if you are ordering a package)**

\_\_\_ FSBO Economy, \_\_\_ Realtor's Only Listing, \_\_\_ Works, \_\_\_ Whole Enchilada  
\_\_\_ 1 Mnth, \_\_\_ Basic MLS Listing, \_\_\_ Supreme, \_\_\_ Enchilada, \_\_\_ Full Service 3.5% at closing (3% buyer agent / .5% to us).

**LOCKBOXES**

\_\_\_ \$50 COMBO Lockbox (+ \$100 Refundable Deposit + \$10 Shipping)  
\_\_\_ \$50 REALTOR Lockbox (+\$100 Refundable Deposit + \$10 Shipping)

**MOST POPULAR AND RECOMMENDED**

\_\_\_ \$50 SHOWCASE Listing (Gives you the MAX # of Pictures the MLS allows – Buyers want Pictures!)  
**A Picture says a 1000 words – buyers do not want to drive to your home unless they have seen all the pictures!**  
\_\_\_ \$45 Unlimited Changes – Price Changes are free (ONLY AVAILABLE WHEN FIRST PLACING ORDER)

**MISCELLANEOUS**

\_\_\_ \$15 Change Fee (Price Changes are Free – all others are \$15 EACH – unless you have unlimited) \_\_\_\_\_ # of Changes  
\_\_\_ \$40 Comps/CMA  
\_\_\_ \$35 Computer Assistance (We set up your account & upload your pictures on our site – you have to fill out the MLS paperwork).  
\_\_\_ \$12 Home Sales Kit Book – (Comprehensive guide to selling a home.)  
\_\_\_ \$490 Home Warranty (\$75 up front – balance due at closing)  
\_\_\_ List any other Options \_\_\_\_\_

**SIGNAGE**

\_\_\_ \$15 Basic Sign – (Pick-up only Sterling, VA Beach & Fredericksburg)  
\_\_\_ \$30 Frame Sign (+ \$10 Deposit) - (Pick-up only Sterling, VA Beach & Fredericksburg)  
\_\_\_ \$65 Post Sign (+\$20 Deposit) - (Pick-up only Sterling & Fredericksburg)  
\_\_\_ \$22 Brochure Box - (Pick-up only Sterling, VA Beach & Fredericksburg)  
\_\_\_ \$11 Brochure Tube - (Pick-up only Sterling, VA Beach & Fredericksburg)  
\_\_\_ \$11 Basic Directional Sign - How Many? \_\_\_\_\_  
\_\_\_ \$22 Deluxe Directional Sign - How Many? \_\_\_\_\_  
\_\_\_ \$7 St. Joseph (to be buried next to your sign)

**PHONE AND CONTRACT TO CLOSING SUPPORT**

\_\_\_ \$475 Assistance Option Business Hour Support, Contract Review or Prepare/Paperwork/Negotiation Assistance/Guidance all the way to closing from 9-5 Monday-Friday.  
\_\_\_ \$975 Assistance Option Business & After Hour Support, Contract Review or Prepare/Paperwork/Negotiation Assistance/Guidance all the way to closing from 9 am – 7 pm Everyday.

**OPEN HOUSES ARE ORDERED FROM YOUR ACCOUNT ON OUR WEBSITE – THERE YOU WILL ALSO SET UP DATES AND TIMES.**

I \_\_\_\_\_ authorize For Sale By Owner (CSR) to place the amount of \$\_\_\_\_\_ + 6% VA Sales Tax on my Visa/Mastercard to add the above service(s) to my account. If my package includes a sign/lockbox, deposit & shipping will be added to the cost listed above unless I prefer to pick up the items. **(YOU MAY ALSO ORDER THE ABOVE ON OUR SECURE WEBSITE RATHER THAN THIS FORM)**

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3 Digit: \_\_\_\_\_  
**VISA OR MASTERCARD ONLY PLEASE**

Credit Card Billing Address \_\_\_\_\_ (Card will decline if this address is not accurate)

City, State and ZIP \_\_\_\_\_ (\$25 decline fee – is this the correct billing address)  
**I understand there are no refunds with this program – ALL sales are final.**

**All Listings/Changes are up and running within 1-2 business days.** Business days are Mon-Fri 9-5 pm. **There is a \$25 decline credit card fee.**  
All Signs/Lockboxes are rentals and MUST be returned via drop off (by APPT) or 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 understand I am required to send Debbie w/Cottage Street Realty (CSR) /FSBO a full copy of my ratified contract within 12 hours of ratification.  
On Settlement Day, I will provide CSR my Fully Signed HUD-1 within 12 hours of signing to meet the requirements of the MLS Rules. Should I fail to provide the contract and the HUD-1 within 12 hours of signing, I understand the CSR will get fined and then I will be responsible for that fine – which is typically \$500 - \$1000.

\_\_\_\_\_  
**- I have read, understand and agree to all the above terms and charge.**