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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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*** 9 7 2 3 3 9 0 0 7 ** 0000000000 ***

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

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 home, you pay a 1-3% commission to the selling agent (3% is recommended). Retain the right to sell your house "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 a house 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. **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:

A commission will be paid to selling agent (the buyer's agent) not listing agent– per the attached listing agreement.

Price changes are free – any other changes \$15 each - unless you sign up for the **UNLIMITED changes.** We strongly recommend lockboxes and open houses.

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.



CVRMLS RESIDENTIAL LISTING AGREEMENT (Limited Service Representation)



(This is a legally binding contract, if not understood, seek competent advice before signing)

Firm Name Cottage Street Realty, LLC

Address 8300 Boone Blvd, Ste 500 City/State/Zip Vienna, VA 22182

1. Exclusive Right To Sell: The undersigned owners _____ (the "Owner") hereby grant unto the above named firm as broker (the "Broker") for and in consideration of the services to be rendered by Broker, the exclusive and irrevocable right and privilege beginning with the date of the last Owner's signature obtained on this Agreement and ending at 11:59 p.m. on _____, 20__ to sell the property described herein for the price and upon the terms and conditions as set forth herein, or for such other price, terms or conditions as may be hereafter agreed upon in writing.

Property located in City/County _____, Virginia, with a street address of: _____, Tax Parcel # _____, and a legal description of _____ (the "Property").

2. Items Included: Unless otherwise specified in the real estate purchase agreement all improvements, fixtures appurtenances and the additional property, if any, described here _____ are included in the sales price.

3. Listing Price and Terms:

The sale price of the Property is to be \$ _____ which price includes selling compensation, and the terms and conditions of said sale are as follows:

- (a) Owner's incentive: _____
- (b) Possession shall be at settlement unless otherwise agreed by Owner and purchaser.
- (c) Settlement date/days: _____
- (d) _____

4. Multiple Listing Service (MLS): Owner is aware that Broker, as a CVRMLS member, will file the Property and all pertinent information regarding it with CVRMLS. Such information, together with any other information provided to or obtained by Broker with respect to the Property, may be disclosed to prospective purchasers and other brokers and may be included in all listings and other materials distributed by CVRMLS either before or after the term of this listing or the sale of the Property. Owner understands that the primary objective of CVRMLS is to distribute information about property listings to all of its members and that the vast majority of homes for sale in the Richmond Metropolitan area are marketed through CVRMLS. Owner acknowledges that by not allowing the publication of their Property in CVRMLS, Owner will substantially reduce the number of potential purchasers and cooperating real estate offices who would learn about the availability of the Property. It is further understood that Broker will furnish to CVRMLS notice of all changes of information concerning the Property, and that upon completion of a fully executed Property sales agreement, Broker will notify CVRMLS of said sale.

5. Compensation:

- (a) For the services of Broker, Owner agrees to pay to Broker the following compensation [select one]:
 - ____% of the gross sales price of the Property; **OR**
 - the sum of \$ _____.

The compensation shall be paid as follows [select one]: at settlement **OR** upon execution of this Agreement **OR** Other (describe) _____. The compensation set forth in this paragraph 5(a) [select one]: is **OR** is not dependent upon Broker procuring a purchaser ready, willing and able to purchase the Property on terms acceptable to Owner. Owner further agrees to pay to Broker as compensation under this Agreement any compensation earned by a cooperating broker (buyer agent/representative) as set forth in paragraph 5(c) of this Agreement. This compensation shall be paid at settlement or as otherwise set forth in paragraph 5(c) and shall be paid, at the direction of Broker, either to the cooperating broker or to Broker. The fees described in paragraphs 5(a) and 5(c) are sometimes hereinafter referred to collectively as the "Fee." Owner agrees not to negotiate Broker's Fee or any cooperating broker's compensation in a real estate sales contract for the Property.

(b) Owner agrees to provide Broker with a list of all cooperating brokers who have shown the Property, including any selling broker of whom Owner is aware who claims a selling fee by virtue of any relationship with the purchaser of the Property or any action taken in connection with the sale of the Property to the purchaser. Owner agrees to notify Broker in writing promptly upon obtaining a ratified contract for the sale of the Property, and to notify Broker of the time and place of settlement. Owner agrees further to furnish Broker, upon request by Broker, with copies of all contracts (including purchase agreements and any amendments and addenda thereto), disclosures and settlement statements in Owner's possession or that Owner is entitled to receive in connection with the sale or lease of the Property.

(c) Unless the Property is not being submitted to the MLS, Broker is authorized to make an offer of compensation to all participants of the MLS. Broker is authorized to make access available to cooperating brokers and their clients. Broker has advised Owner of Broker's firm policy regarding cooperating with and compensating other real estate licensees. Owner authorizes Broker to cooperate with and compensate other brokers the following **[select one]**: ____% of the gross sales price of the Property. **OR** the sum of \$_____. Owner acknowledges that the cooperating fee set forth in this paragraph represents an obligation of Broker to a selling broker, and agrees that Owner is responsible to pay this amount to Broker as part of the Fee if it is determined, as a result of civil action or arbitration, or in a separate agreement between Broker and a cooperating broker claiming such fee, that such fee shall be paid to a cooperating broker; provided however, such fee shall not exceed the amount set forth in this paragraph 5(c) without consent of Owner. This obligation shall survive expiration or earlier termination of this Agreement and settlement of the sale of the Property.

6. (a) Owner and Broker agree that Broker will be representing Owner as a limited service agent as defined in Section 54.1-2130 of the Code of Virginia, and will not be acting as a standard agent as defined in Section 54.1-2130. As a limited service agent, Broker's obligations will be as set forth in this Agreement and as otherwise provided by law. Broker will not provide one or more of the following services to Owner (check all services that will not be provided):

- (i) Broker will not conduct marketing activities on behalf of Owner except as set forth in paragraph 5(a) and except as follows:** _____
- (ii) Broker will not assist in drafting and negotiating offers and counteroffers, contracts or amendments and addenda to contracts, or in establishing strategies for accomplishing Owner's objectives, except as follows:** _____
- (iii) Broker will not receive offers, counteroffers and notices from Owner and prospective purchasers, whether or not the Property is subject to a purchase agreement, except as follows:**

- (iv) Broker will not assist Owner in satisfying Owner's contract obligations and facilitating settlement, except as follows:** _____

(b) Owner and Broker have reached the following additional agreement as to the services to be provided by Broker under this Agreement: _____

By entering into this Agreement, Owner acknowledges its informed consent to the limited service representation by Broker and further acknowledges that neither the other party to any transaction nor any real estate licensee representing the other party is under any legal obligation to assist Owner with the performance of any duties and responsibilities of Owner not performed by Broker.

7. Dual and Designated Agency: Owner hereby **[select one]**: consents **OR** does not consent to dual agency regarding the sale of the Property. Owner hereby **[select one]**: consents **OR** does not consent to designated agency regarding the sale of the Property. Dual and designated agency requires written approval of both Owner and purchaser in a real estate transaction prior to commencement of dual or designated agency. Owner is advised that a purchaser may employ the services of a buyer's agent or representative. Owner should not disclose any confidential information to prospective purchasers or to real estate licensees other than Broker.

8. Property Owner's Association: Owner represents that the Property **[select one]:** is **OR** is not subject to the Virginia Property Owners' Association Act. If the Property is subject to such Act, Owner may authorize Broker to order a disclosure packet from the Association and Owner shall either pay the Association for the packet or reimburse Broker for such cost. If not paid prior to settlement, the cost of the packet shall be deducted from Owner's sales proceeds at settlement.

9. Condominium: Owner represents that the Property **[select one]:** is **OR** is not subject to the Virginia Condominium Act. If the Property is subject to such Act, Owner may authorize Broker to order a resale certificate from the Association and Owner shall either pay the Association for the certificate or reimburse Broker for such cost. If not paid prior to settlement, the cost of the certificate shall be deducted from Owner's sales proceeds at settlement.

10. Internet and Other Media: Owner authorizes the dissemination of Property/sales information to CVRMLS participants, including electronic format, magazines and other media. CVRMLS brokers may publish listings of competing brokers on their web sites. If authorized below, Broker's website may also allow third-parties to (i) write comments or reviews about the Property or display a hyperlink to comments or reviews in immediate conjunction with particular listings, or (ii) display an automated estimate of the market value of the Property (or hyperlink to such estimate) or other listings in immediate conjunction with the Property.

If Owner does not want the Property listing or address displayed on the Internet, Owner must complete the "OPT OUT OF INTERNET" section below.

OPT-OUT OF INTERNET

Complete this section only if Owner desires to opt out of Internet display

Owner may opt out of having the property listing or property address displayed on the Internet by selecting Option A or B below.

Option A: [] Owner has advised Broker that Owner does not want the Property displayed on the Internet.

OR

Option B: [] Owner has advised Broker that Owner does not want the address of the Property displayed on the Internet.

Owner understands and acknowledges that if **Option A** has been selected, consumers who conduct searches for listings on the Internet will not see information about the Property in response to their search. ____/____ (**Owner's Initials**)

Owner (**initial one**): ____ authorizes **OR** ____ does not authorize third-parties to write comments or reviews about the Property or provide hyperlinks to comments or reviews to any property in immediate conjunction with the Property.

Owner (**initial one**): ____ authorizes **OR** ____ does not authorize an automated estimate of the market value of the Property (or any hyperlink to such estimate) or any property in immediate conjunction with the listing.

Notwithstanding the above instructions that will be associated with Owner's MLS Property listing, Owner acknowledges that Broker cannot control the content of third-party websites that may display information or values about Owner's Property.

11. Lockbox: Owner **[select one]:** requests **OR** does not request the installation and use of a CVRMLS SUPRA lockbox on said Property. Owner is aware and understands that a lockbox is a means by which persons who have authorized access to said lockbox keys may gain entrance. Owner hereby jointly and severally releases and forever discharges Broker and all other persons who have authorized access to said lockbox keys from all liability, obligations, causes of action, claims and demands whatsoever which Owner may have by virtue of the installation and use of such lockbox. Owner agrees to notify tenant in writing, if any, of intended use of lockbox.

12. Disclosure: Owner acknowledges and understands that if the Virginia Residential Property Disclosure Act is applicable, then Owner must furnish an executed disclosure statement to a purchaser of the Property. If Owner does not furnish such disclosure statement as required by such Act, the purchaser has the right to terminate any contract to purchase the Property.

13. Lead Based Paint: Owner represents and warrants that the Property **[select one]:** was **OR** was not built before 1978. If the Property was built before 1978 all federally mandated lead based paints disclosure regulations apply to the Property.

14. Sewage System Disclosure: Pursuant to Section 32.1-164.1:1 of the Code of Virginia, Owner must disclose to the purchaser if the onsite sewage system serving the Property fails to meet the Board of Health's current regulatory requirements and Owner has applied for or obtained a waiver from the Board of Health for the system. Owner acknowledges that Broker has informed Owner of Owner's rights and obligations with respect to this disclosure. Disclosure **[select one]:** is **OR** is not applicable to the Property.

15. Enforcement: In the event Owner sells, conveys, or otherwise transfers the Property within ____ days after the expiration of this Agreement to a person or persons with whom Broker or any member of CVRMLS has negotiated as a prospective purchaser during the term of this Agreement, Broker shall be deemed to have earned the compensation provided herein and such compensation shall be due and payable to Broker pursuant to the terms of this Agreement; provided, however, that (i) Broker has given written notice to Owner of the name of such purchaser prior to the expiration of the term of this Agreement, and (ii) Owner has not entered into a valid listing agreement with any other licensed broker. Further, Owner Agrees if, (i) after a valid contract for the purchase of the Property is executed by Owner and any purchaser(s), there is a default by Owner which prevents performance of such contract through no fault of Broker, or (ii) Owner fails to fully perform the obligations of Owner set forth herein, then Broker may take action to enforce this Agreement or collect any costs, Fees and/or damages. Owner agrees to reimburse, indemnify and pay Broker for all of Broker's Fee, damages and collection costs incurred in the enforcement of this Agreement, including incidental expenses and twenty-five percent (25%) attorney's fees.

16. Other Terms: _____

17. Standard Provisions:

A. **Fair Housing:** Owner acknowledges that as a homeowner or landlord, Owner has a responsibility and a requirement under the law not to discriminate in the sale, rental and/or financing of property on the basis of race, color, religion, sex, handicap, familial status, elderliness or national origin. Owner cannot instruct Broker or its licensees to convey for Owner any limitations in the sale or rental since real estate professionals are also bound by law not to discriminate. Under the law, a homeowner or landlord cannot establish discriminatory terms or conditions in the purchase or rental, deny that housing is available or advertise that the property is available only to persons of a certain race, color, religion, sex, handicap, familial status, elderliness or national origin. In the sale, purchase, exchange, rental, or lease of real property, Broker has the responsibility to offer equal service to all clients and prospects without regard to race, color, religion, national origin, sex, elderliness, familial status, or handicap.

B. In accordance with law, Broker hereby discloses to Owner that Broker and Broker's real estate licensees are the agents of Owner in connection with marketing the Property under this Agreement. As such, Broker and its licensees owe Owner duties as defined in Section 54.1-2131, Code of Virginia. Broker and its licensees are required to treat all parties to a transaction honestly. Without breaching their duties to Owner, Broker and its licensees may provide prospective purchasers with information about the Property and may assist a prospective purchaser in preparing an offer to purchase the Property. Broker and its licensees have a duty to submit to Owner all offers to purchase the Property. Broker and its licensees shall not disclose to prospective purchasers (or their real estate licensees) the terms of any other offers to purchase the Property received by Broker without Owner's prior written consent.

C. This Agreement is intended solely to define the relationship between Owner and Broker. It is not intended to be an offer to sell to a third party, nor may any third party rely upon it as such an offer. Further, this Agreement does not confer upon Broker the power or authority to either make or accept an offer or counteroffer to sell the Property. The Property may be sold only by a written agreement executed by Owner, or by an attorney-in-fact for Owner under a written power of attorney. Broker's authority hereunder shall be limited to marketing the Property for sale and such activities as are necessary or incidental thereto, including without limitation accepting and holding an earnest money deposit in accordance with the Regulations of the Virginia Real Estate Board.

D. If Owner should withdraw the Property from the market during the initial term of this Agreement or any extension thereof, without written consent from Broker, or otherwise prevents Broker from selling the Property during the initial term or any extension thereof, Owner agrees to pay Broker the Fee set forth in paragraph 5 as compensation for its services hereunder.

E. If, after a valid contract for the purchase of the Property is executed by Owner and a purchaser, there is a default by such purchaser which prevents performance of such contract through no fault of Owner, Broker agrees that Owner will not be liable for the Fee of Broker and that Broker shall look to such defaulting purchaser for compensation relating to such contract. Owner agrees that if such a default occurs, this Listing Agreement shall remain in effect between Owner and Broker until its expiration and that payment of the Fee

**CENTRAL VIRGINIA REGIONAL MLS
LOTS / LAND DATA INPUT FORM**

SHADING INDICATES THE FIELD IS REQUIRED

___/___/___
List Date

___/___/___
Expiration Date

List Price

Delayed Showing (Y/N)

Property Information

___/___/___
No Showings Until
Req'd if Delayed Showing is Y

County / City

Area

Tax Map

Section

Block

Lot

Prefix

Parcel/CD

Suffix

Tax ID

Street #

St Dir

Street Name

Street Ext

State

Zip + 4

Post Office

Map Book

Coordinates

Legal Description _____

Agent Information

CSTR01
Listing Office Code

74715
Listing Agent Code

Co-Listing Agent Code

Agent Name **Debbie Crevier-Kent**

Additional Listing Information

EA
List Type

Disclosures

No Form Office	Not Required Property
Listing Attachment	
(Circle One)	

Lead Disclosure

No Form Office	Not Required Property
Listing Attachment	
(Circle One)	

If Other Comp Type populated then Other Comp Amt required & must be > 0 and must have a \$ or %

Other Compensation Type: _____ Other Comp Amount: _____

If BA=Y then BA Comp required & must be > 0 & must have a \$ or %

Buy Agent: _____ Buy Agent Comp: _____

Other Dual / Var Comp: _____

Buy Dual / Var Comp: _____

Limited Representation: **Y** Bonus: _____

Structured Comp Terms

**CENTRAL VIRGINIA REGIONAL MLS
LOTS / LAND DATA INPUT FORM**

SHADING INDICATES THE FIELD IS REQUIRED

**BLOT
RLAND**

Neighborhood Information

Type _____ Subdivision _____
(Circle One)

Elementary School _____ PUD _____

Middle School _____

High School _____

Other School _____

Neighborhood _____

Directions _____
REQ'D IF SUBDIVISION = NONE

Lot Information

LOT DIMENSIONS		ACRES	WOODED ACRES	PASTURE ACRES
CROP ACRES _____	OTHER ACRES _____	ROAD FRONTAGE _____	WATER FRONTAGE _____	ZONING _____
CASH PROFFERS _____	LAND USE ASSMT _____	FLOOD PLAIN _____	OTHER ENVORINMENTAL CONCERNS _____	
	SUPRA SERIAL NUMBER (REQ'D IF LOCKBOX USED)	SHOWING INSTRUCTIONS (CIRCLE ONE)	No LB CALL OWNER No LB CALL AGENT No LB CALL TENANT No LB GO DIRECT	LB CALL OWNER LB CALL AGENT LB CALL TENANT LB GO DIRECT

Additional Showing Instructions _____

Financial Information

DISAB. EQUIPPED (Y/N) _____ ASSD LAND _____ ASSD IMPRV _____

ASSD TOTAL _____ ANNUAL TAXES _____ TAX YEAR _____

Association Y/N _____

THESE FIELDS REQUIRED IF ASSOCIATION = "Y"

_____	_____	_____
MBRSHIP REQ'D	FEE	FEE PERIOD MONTHLY, QUARTERLY, YEARLY

Items Not Included _____

OWNER NAME _____ OWNER PHONE _____

OWNER AGENT (Y/N) _____

ASSUMABLE (Y/N) _____ IF ASSUMABLE = "Y", THESE FIELDS ARE REQUIRED

APPL REQD (Y/N) _____ MORTGAGE BAL _____ MORTGAGE RATE _____

PITI _____ YEARS REMAINING _____ EQUITY _____

**CENTRAL VIRGINIA REGIONAL MLS
LOTS / LAND DATA INPUT FORM**
SHADING INDICATES THE FIELD IS REQUIRED

PAGE 3

OTHER ASSUMABLE INFO ----- HOME WARRANTY -----
CONTINGENCY -----

REMARKS (MAXIMUM # OF CHARACTERS/LETTERS FOR REMARKS IS 800 - CONTINUED ON NEXT PAGE)

AGENT ONLY COMMENTS (510 CHARACTERS)

**CENTRAL VIRGINIA REGIONAL MLS
 LOTS / LAND DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED**

Features

LOT DESCRIPTION (6)

ADDITIONAL PARCEL AVAILABLE
 BUILDABLE
 BULKHEAD / RIP
 CLEARED
 CORNER
 CROPS
 CROSS FENCED
 CUL-DE-SAC
 CURB / GUTTERS
 DEAD END STREET
 FENCED / ENCLOSED
 FLAG LOT
 GRADED
 LANDSCAPED
 LEVEL
 ON GOLF COURSE
 PAPER STREET
 PASTURE
 POSSIBLE SUBDIVISION
 POSSIBLE WETLAND
 RAILROAD ACCESS
 RAILROAD SIDING
 RAILROAD SPUR
 ROLLING
 SIDEWALKS
 SLOPING
 STEEP SLOPES
 SUBDIVIDABLE
 TIMBER - HARDWOOD
 TIMBER - MIXED
 TIMBER - PINE
 TIMBERED - CLEAR CUT
 TIMBERED - SELECT CUT
 UNIMPROVED
 WATERFRONT
 WATERVIEW
 ZERO LOT LINE

ELECTRIC (3)

AT STREET
 EASEMENT
 NO ELECTRICITY
 OFF SITE
 ON SITE
 UNDERGROUND

NATURAL GAS (5)

AT STREET
 EASEMENT
 NO GAS
 OFF SITE
 ONSITE

TELECOMMUNICATIONS (5)

CABLE
 DSL
 EASEMENT
 FIBEROPTIC
 NO SERVICE
 SATELLITE
 TELEPHONE
 UNDERGROUND
 CVRM309

POSSIBLE USE (6)

BUSINESS
 FARM
 GEN COMMERCIAL
 HEAVY INDUSTRY
 HUNTING
 INVESTMENT
 LIGHT INDUSTRIAL
 MULTI-FAMILY
 OFFICE
 RECREATIONAL
 RETAIL
 SINGLE FAMILY
 SUBDIVISION
 TIMBER

WATER TYPE (5)

THIS FIELD IS REQUIRED IF "WATER-FRONT" OR "WATERVIEW" IS SELECTED UNDER "LOT DESCRIPTION"

BAY FRONTAGE
 BEACH
 CREEK / STREAM
 DOCK / MOORING
 HARBOR FRONT
 LAKE
 LAKE FRONTAGE
 NAVIGABLE
 OCEAN
 OTHER
 POND
 RAPIDS
 RIPARIAN RIGHTS
 RIVER
 RIVER FRONTAGE
 SOUND FRONTAGE
 WALK TO WATER
 WATER ACCESS

SOIL TYPE (2)

CLAY
 COMPACTED
 FILL
 GRAVEL
 LOAM
 MARSH
 MIXED
 ROCKY
 SANDY
 SWAMP
 WETLAND

ROAD TYPE (2)

CONCRETE
 COUNTY
 DIRT
 EASEMENT
 GRAVEL
 INTERSTATE
 NO ROAD
 PAVED
 PRIVATE
 STATE MAINTAINED

BUILDINGS/STRUCTURES (10)

BARN
 CABIN
 CORN CRIB
 DAIRY
 FEED BARN
 GARAGE
 GREENHOUSE
 HAY BUILDING
 HOUSE
 LIVESTOCK
 MANUFACTURED HOME
 MODULAR
 NO BUILDINGS
 PUMP HOUSE
 SHED
 SMOKE HOUSE
 STABLE
 STORAGE
 TACK ROOM
 TOBACCO
 UTILITY BUILDING

IRRIGATION SOURCE (3)

CREEK / STREAM
 IRRIGATED
 LAKE
 POND
 RIVER

AMENITY (10)

ASSOCIATION
 BASKETBALL
 CLUBHOUSE
 COMMON AREA
 COMMON LAUNDRY
 COMMUNITY ROOM
 CONTROLLED ACCESS
 DOCK
 ELEVATOR
 EXERCISE ROOM
 EXTRA STORAGE
 GATED COMMUNITY
 GOLF COURSE
 HOT TUB
 JOGGING PATH
 KIDDIE POOL
 LANDSCAPING
 LIFEGUARD
 MARINA
 ON BUS LINE
 PLAYGROUND
 PROFESSIONAL MANAGEMENT
 PUTTING GREEN
 RESIDENT MANAGER
 ROAD MAINTENANCE
 SAUNA
 SECURITY GUARD
 TENNIS COURT

WATER / SEWER (4)

COMMUNITY SEWER
 COMMUNITY WELL
 EASEMENT
 NO SEWER
 NO WATER
 ONSITE SEPTIC
 ONSITE WELL
 PUBLIC SEWER AT STREET
 PUBLIC SEWER ONSITE
 PUBLIC WATER AT STREET
 PUBLIC WATER ONSITE
 SEPTIC NEEDED
 SHARED SEPTIC
 SHARED WELL
 TAP FEES PAID
 WELL NEEDED

RESTRICTIONS (5)

ARCHITEC DES
 ASSOC RESTRICTIONS
 BLDG MORATOR
 BLDG RESTRICTIONS
 CROPS 2B HAR
 DEED RESTRICTIONS
 EASEMENT
 FLOOD INSURANCE
 FLOOD PLAIN
 HEALTH DEPT
 HISTORIC
 LAND LOCKED
 MINERAL RIGHTS
 MUNICIPALITY
 NO MOBILE HOMES
 OTHER
 RIGHT OF WAY
 SUBDIVISION RESTRICTED
 VARIANCE NEEDED
 WATERFRONT RESTRICTIONS
 WETLANDS
 ZONING RESTRICTIONS

FEE (2)

COMMUN ASSN
 OWNERS ASSOCIATION
 ROAD MAINTENANCE

**CENTRAL VIRGINIA REGIONAL MLS
 LOTS / LAND DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED**

FEE INCLUDES (10)

CLUBHOUSE
 COMMON AREA
 COMMUNITY UTILITIES
 EXTERIOR MAINTENANCE
 INSURANCE
 MANAGEMENT FEES
 POOL
 RECREATIONAL FACILITIES
 RESERVES
 ROAD MAINTENANCE
 SECURITY
 SEWER
 SNOW REMOVAL
 TRASH REMOVAL
 WATER
 WATER ACCESS
 YARD MAINTENANCE

DOCS REQUIRED (8)

ARCHEOLOGICAL STUDY
 ARCHITECTURAL
 BLDG PERMIT
 CALL AGENT
 FLOOD PLAIN CERTIFICATION
 HISTORICAL
 PERC TEST
 PLAN OF DEVELOPMENT
 ROAD MAINT A
 SEPTIC PERMIT
 SITE PLAN
 SOIL STUDY
 SUBDIVISION PLAN
 VARIANCE
 WETLAND STUDY

DOCS FILED (6)

ARCHEOLOGICAL STUDY
 ARCHITECTURAL
 BLDG PERMIT
 CALL AGENT
 FLOOD PLAIN CERTIFICATION
 HISTORICAL
 PERC TEST
 PLAN OF DEVELOPMENT
 ROAD MAINT A
 SEPTIC PERMIT
 SITE PLAN
 SOIL STUDY
 SUBDIVISION PLAN
 VARIANCE
 WETLAND STUDY

DOCS APPROVED (6)

ARCHEOLOGICAL STUDY
 ARCHITECTURAL
 BLDG PERMIT
 CALL AGENT
 FLOOD PLAIN CERTIFICATION
 HISTORICAL
 PERC TEST
 PLAN OF DEVELOPMENT
 ROAD MAINT A
 SEPTIC PERMIT
 SITE PLAN
 SOIL STUDY
 SUBDIVISION PLAN
 VARIANCE
 WETLAND STUDY

AVAILABLE INFORMATION (10)

AERIAL PHOTO
 APPRAISAL
 ASSOCIATION BY-LAWS
 BUILDING PLANS
 EASEMENT
 ENGINEER PLANS
 ENVIRONMENTAL STUDY
 FEASIBILITY STUDY
 FILED MAP
 PHASE ONE
 PLAN DEVELTE
 PLAT
 POTABLE WATER T
 SURVEY
 TOPOGR MAP
 TRAFFIC STUDY

POSSESSION (2)

AT CLOSING
 IMMEDIATE
 LEASEHOLD RIGHTS
 NEGOTIABLE
 OTHER

OWNED BY (3)

CORPORATE
 ESTATE
 INDIVIDUALS
 OTHER
 PARTNERSHIP
 REO

SALE TERMS (7)

ASSUMP FIXED
 ASSUMP SECOND
 ASSUMP VARIABLE
 CASH
 CONVENTIONAL
 FARM HOME ADM
 FED MTG HSAD
 FEDERAL LAND
 FHA
 LEASE PURCHASE
 NEGOTIABLE
 OWNER MAY FINANCE
 PRIVATE
 WILL TRADE
 WRAP

PUBLICALLY DISPLAYED LISTING INFORMATION

NOTE: IF NO IS SELECTED FOR THE FIELD INTERNET DISPLAY, THEN THE OTHER FIELDS WILL BE AUTOPOPULATED WITH NO

INTERNET DISPLAY **YES** OR **NO**
COMMENTS/REVIEWS: ALLOW THIRD-PARTIES TO WRITE COMMENTS OR REVIEWS ABOUT THIS LISTING OR DISPLAY A HYPERLINK TO COMMENTS OR REVIEWS IN IMMEDIATE CONJUNCTION WITH THIS LISTING.

YES OR **NO**

ADDRESS DISPLAY **YES** OR **NO**
AVM: ALLOW THE DISPLAY OF AN AUTOMATED ESTIMATE OF THE MARKET VALUE (AVM) OF THIS LISTING OR A HYPERLINK TO SUCH ESTIMATE IN IMMEDIATE CONJUNCTION WITH THIS LISTING.

YES OR **NO**

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.