

MLS LISTING DOCS & INSTRUCTIONS SELL-WISE #1

Keyword1

#1 RDH F1 – Agency Disclosure - State Law <http://moreequitynow.com/wp-content/uploads/2010/01/RDH-F1-Agency.pdf>

ALL Sellers to complete this disclosure. This disclosure is to be completed and signed by ALL owners (including spouse if this is a primary residence) prior to listing on the MLS. The fact that Listing Broker by state law is required to represent the Seller does not entitle listing broker to any additional compensation when the Flat Fee MLS Listed Property sells. The Listing Brokers compensation is paid via the flat fee charged for the service. Any and all commissions paid will be paid to the Buyers Agent at closing as offered on the MLS.

#2 RDH 2 - MLS Listing Contract - State Law <http://moreequitynow.com/wp-content/uploads/2010/01/RDH-2-MLS-LISTING-CONTRACT-2010.pdf>

This document authorizes the listing broker to offer the listing for sale through the the MLS with compensation to be paid to the selling agent known as the buyers agent. All entries on this form must be completed and signed by all owners and spouse if the residence is considered a primary residence. This agreement stipulates Sellers responsibilities and listing broker responsibilities. If the seller procures their own buyer who is not using a buyers agent in the purchase of the listing the seller is not obligated to pay buyers agent commission under the terms of this Exclusive Agency Right To Sell MLS Listing Agreement.

#3 RDH F16 – PCD - State Law <http://tarnet.com/files/pdf/2010forms/F16.pdf>

1. ALL Sellers to complete this disclosure if **OWNERS HAVE LIVED** in the residence within the **past three years**. ALL owners to sign, including spouse if the residence is a primary residence. Page 6 of 6 - Sellers Final Disclosure is to be completed by owners and given to buyers just prior to closing. Return completed with owner signatures to listing broker when listing on the MLS. Give Buyers signed and completed disclosure pages 1-5 just prior to entering negotiations. Return Buyers signed disclosure to listing broker. Provide Buyers the Sellers completed Final Disclosure (Page #7) of the disclosure just prior to closing for Buyers signatures. Return Buyers signed copy to Listing Broker. All parties to receive signed copies

#4 RDH F42 – PCD Exemption - State Law <http://tarnet.com/files/pdf/2010forms/F42.pdf>

ALL Sellers to complete this disclosure if **OWNERS HAVE NOT LIVED** in the residence within the **past three years**. All owners to sign it. This disclosure is to be completed and signed by owners just prior to listing property on the MLS. Return completed disclosure with all owner signatures to be listed on the MLS. Give Buyers the owners signed and completed disclosure just prior to entering negotiations. Return Buyers signed disclosure to Listing Broker. All parties to receive signed copies

#5 RDH F85 – Additional Disclosures - State Law <http://tarnet.com/files/pdf/2010forms/F85.pdf>

All Sellers to complete this disclosure. This disclosure is to be completed and signed by ALL owners just prior to listing property on the MLS. Return completed with owner signatures to listing broker to be listed on the MLS. Give owners signed and completed disclosure to buyers just prior to entering negotiations. Return Buyers signed disclosure to listing broker at time of contract acceptance or before. All parties to receive signed copies

#6 RDH F92 – Request for Septic System Permit Records - State Form

<http://tarnet.com/files/pdf/2010forms/F93.pdf>

ALL Sellers to complete this request form and send it to the Local County Environmental Office if residence in on a PRIVATE SEPTIC SYSTEM. This request for information is to be completed, signed and submitted by all owners as soon as possible prior to listing property on the MLS. Owner(s) to follow-up with the County Environmental Office to obtain the Approved Septic System Permit showing the number of bedrooms the residence has been approved for. If “ No Records Found” is the County Environmental Office’ s response provide this written and signed response from the county to the listing broker. Listing Broker will then proceed with listing the residence based on the county’ s written and signed response. Seller to give the completed and signed F84 Disclosure to buyers with the county’ s “ No Records Found” written response or a Copy of the County’ s Approved Septic System Permit just prior to entering negotiations. Return buyer(s) signed F84 disclosure to listing broker at time of contract acceptance or before. All parties to receive signed copies of the F84 Disclosure and the countys written response to the F92 Request.

#7 RDH F84 – Septic System Permit Disclosure - State Law

<http://tarnet.com/files/pdf/2010forms/F84.pdf>

ALL Sellers to complete this disclosure if residence in on a **PRIVATE SEPTIC SYSTEM**. This disclosure is to be completed and signed by owners just prior to listing property on the MLS. Return completed and owner(s) signed disclosure with a copy of the local County Environmental Offices Approved Septic System permit showing the number of bedrooms the residence has been approved for to listing broker so residence can be listed on the MLS. Owners to give Buyers the completed and signed disclosure just prior to entering negotiations. Return Buyers signed disclosure to listing broker at time of contract acceptance or before. All parties to receive signed copies.

#8 RDH F15 – Lead Based Paint Disclosure - Federal Law

<http://tarnet.com/files/pdf/2010forms/F15.pdf>

Sellers to complete this disclosure only if the residence to be listed was **BUILT PRIOR TO 1978**. This disclosure is to be completed and signed by owners (including spouse if this is a primary residence) just prior to listing property on the MLS. In addition to providing copy of the F15 Disclosure completed and signed by the seller at the time of negotiations, EPA requires a copy of

the "Protect Your Family From Lead In Your Home" pamphlet is available online at the following web address > <http://www.epa.gov/lead/pubs/leadpdf.pdf>

#9 RDH F83 – Impact Fees & Facilities Tax Disclosure - State Law

<http://tarnet.com/files/pdf/2010forms/F83.pdf>

Builder/Sellers to complete this disclosure for **NEW CONSTRUCTION** if it is the first sale. Return this disclosure completed with all builders and owner signatures and be listed on the MLS. Give owners signed and completed disclosure to buyers just prior to entering negotiations. Return buyers signed disclosure to listing broker at time of contract acceptance or before. All parties to receive signed copies.