

**Exclusive Agency Listing Agreement**

This MLS Listing Agreement is made by and between \_\_\_\_\_ hereinafter referred to as the "Seller" and Metro Realty, Inc., hereinafter referred to as "Broker". Seller desires to list the property for sale in the Multiple Listing Service ("MLS"). The property is commonly known as: Address: \_\_\_\_\_  
Unit # (if any) \_\_\_\_\_, City \_\_\_\_\_, IL Zip \_\_\_\_\_  
County \_\_\_\_\_ hereinafter referred to as the "Property".

Broker is appointed to list the Property for sale on the MLS for the period set forth below, which period shall automatically terminate at 11:59 PM on the last day of such period unless extended by written agreement of Seller and Broker. The listing period shall commence on \_\_\_\_/\_\_\_\_/\_\_\_\_ and shall expire on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Select Listing Package:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>\$149.00 Standard</b>   | <input type="checkbox"/> <b>\$199.00 Plus</b>  | <input type="checkbox"/> <b>\$279.00 Premium</b>  |
| <ul style="list-style-type: none"><li>• Active 3 months</li><li>• 1 Photo</li><li>• Standard Listing on Realtor.com</li></ul> | <ul style="list-style-type: none"><li>• Active 6 months</li><li>• Up to 25 Photos</li><li>• Showcased Listing on Realtor.com</li></ul> | <ul style="list-style-type: none"><li>• Active 12 months</li><li>• Up to 25 Photos</li><li>• Showcased Listing on Realtor.com</li></ul> |

**Above Options Include:**

1. Listing on local MLS & Realtor.com
2. Unlimited Listing Changes
3. Open House Advertising
4. Syndicated to MLS affiliated sites (Zillow, Trulia and many others)
5. Access to Illinois Disclosure Forms and Sales Contracts

**Compensation.** Seller agrees to pay Broker a flat fee as selected above **due and payable** upon execution of this MLS Listing Agreement. Broker agrees to list the Property in the local Multiple Listing Service and authorize the MLS to distribute the Seller's MLS listing to the local MLS syndicated sites.

**Listing Price.** The Listing Price of the Property and any all improvements that are offered for sale shall be \$\_\_\_\_\_. Seller is solely responsible for determining the appropriate Listing Price. Seller reserves the right to amend the Listing Price.

**Cooperating Broker Commission:** \_\_\_\_\_% This amount represents the percentage of the sale price you agree to pay to the Cooperating Broker at closing. Should a Cooperating Broker procure a Buyer who is ready, willing and able to purchase the above described Property at the listed price or at another price acceptable to the Seller, Seller agrees to pay the Cooperating Broker the commission stated above reduced by a \$275.00 listing administrative fee payable to Broker at closing. **The full commission is to be paid at closing.** If a buyer first looks at the Property without a Buyer's Broker but decides to use a Buyer's Broker to conclude the purchase, Seller agrees that they will pay the Buyer's Broker the above listed commission. If a buyer who is introduced to the Property by a Cooperating Broker during the term of the listing, purchases the Property after termination of the listing, the Seller shall be responsible to pay the commission as listed above. In connection with any litigation or dispute arising out to this Agreement, or the listing created as a result, Seller shall pay all costs incurred by Broker hereto, including reasonable attorneys' fees and costs. If Broker is sued or joined in arbitration for a Buyer's Broker Commission due, Seller will be responsible for the full commission claimed. The obligation to pay the Cooperating Broker Commission above, shall survive termination and continue until the closing when the said Cooperating Broker Commission is payable. Seller

shall pay said Cooperating Broker Commission if within 120 days after listing expiration date or termination, the Seller enters into a Sales Contract to transfer the Property to any Buyer who was shown the Property by a Cooperating Broker during the term of the Listing Agreement.

**Changes.** Any changes to the Listing Price and/or Cooperating Broker's Commission need to be submitted **in writing** to Broker using Broker *Change Request Form* either via fax (630-299-5001 or email to (support@aflatfee.com). Changes will be deemed accepted once updated on the MLS. All changes need to be in writing. Any changes requested that are not in writing will not be honored.

**Listing Broker's Duties.** In consideration of a flat fee due and payable upon execution of this MLS Listing Agreement, Broker and its licensees will provide those brokerage services as set forth in Section 15-75 of the Illinois Real Estate License Act of 2000 as follows: (1) accept delivery of and present to the client, offers and counteroffers to buy, sell or lease the client's property or the property the client seeks to purchase or lease; (2) assist the Seller in developing, communicating, negotiating, and presenting offers, counteroffers, and notices that relate to the offers and counteroffers until a lease or purchase agreement is signed and all contingencies are satisfied or waived; and (3) answer the Seller's questions relating to the offers, counteroffers, notices and contingencies. Broker is solely in the business of providing real estate brokerage services to its clients. Broker does not provide any legal advice. Broker will not express opinions regarding legal effect of closing documents or the closing itself. Broker does not provide advice on preparation of Disclosure documents.

**Designated Agent.** Broker designates Melanie Broderick, its Managing Broker, as the initial designated Listing Agent and reserves the right to appoint any other licensed agent in the Company as the listing agent upon written notice to Seller. Broker shall not act as an escrow agent in connection with the sale of the listed property. Broker shall not act in a dual agency capacity, that is, to represent both seller and any prospective buyer in the same transaction.

**Listing Broker's Option to Terminate.** Listing Broker reserves the right to terminate this Listing Agreement at any time for non-payment or if Seller has subjected the Listing Broker to any claims arising out of Seller's misrepresentations or negligence, or if at any time, continuation of listing would not be in the parties best interests by notice in writing (either by fax or email).

**Seller(s) Option to Terminate.** In the event the Seller wants to withdraw their Property from the market prior to the expiration of the Listing Agreement, Seller may do so with no early termination fee by giving **written notice** to Broker via fax or email. The listing can only be cancelled when there is no Sales Contract pending on the Property involving a Buyer who was procured by a Cooperating Broker. Once the request for termination is validated by Broker, such termination shall be effective within 48 hours of receipt by Broker.

**Seller Responsibilities.** Seller agrees that during the listing period, Seller will do the following:

1. Communicate to Broker in writing (via fax or email) within **24 hours** of acceptance of any offer or any change in status of the Property. Seller further agrees to provide Broker with a copy of the executed Sales Contract along with any addenda and amendments (if any) and any and all required Disclosures within **48 hours** of Sales Contract acceptance. Failure to report a change of status to Broker by Seller may result in a fine to Broker by the MLS starting at \$100 per occurrence. The Seller assumes all responsibility for any fines resulting from Seller's delay in communicating status changes.

2. Seller shall pay the commission noted above to the Buyer's Broker if (1) the Property is sold to a buyer represented by a licensed real estate agent during the term of this Listing Agreement or (2) the Property is sold within 120 days of cancellation to a buyer that was introduced to the Property by a licensed real estate agent during the listing term.
3. Schedule and perform all showings of the Property and perform all open houses without Broker's assistance.
4. Make all legally required Illinois Disclosures available to any prospective buyer or buyer's broker, including but not limited to disclosing all known information on lead based paint and radon hazards. Seller acknowledges that Seller has been informed of the responsibilities imposed upon Seller under the Residential Real Property Disclosure Act. Seller agrees to comply with the requirements of this Act to the best of Seller's ability and to not knowingly give any false or inaccurate information regarding the Disclosures required by the Act.
5. Seller shall not enter into any Sales Contract that requires Broker to hold earnest money. Seller must make arrangements with an attorney or a third party to hold earnest money.
6. Seller understands that a "short sale" is a material fact that must be disclosed to Broker. Broker has a right to cancel a "short sale" listing at any time without a refund.
7. Broker shall be held harmless for any and all liability, claim, judgment, obligations or demands, including reasonable attorneys' fees, arising as a result of the Seller's use of a lock box, or the actions of potential customers or selling agents.
8. Seller agrees to seek advice for legal, tax, inspection, survey, title and all other matters not specifically outlined in this agreement in regards to this or any real estate transaction.

**For Private Party Sales.** Under this Listing Agreement, the Seller can sell the Property to any Buyer not procured or introduced by a Cooperating Broker, in which case **NO** Cooperating Broker's Commission is due. Seller agrees to notify Broker within 24 hours of the following: (1) when a Sales Contract is executed on the Property (2) if any contingencies change (3) when the property becomes a pending sale and (4) when the property closes with the final sale price.

**Fair Housing, Human Rights, Municipal Codes.** It is illegal for either Seller or Broker to refuse to display or sell to any person because of person's membership in a protected class, e.g. race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by local or municipal ordinances. Seller and Broker acknowledge that they shall also be bound by the provisions of state and local (city and/or county) human rights or fair housing ordinances, if any, and agree to comply with same.

**Marketable Title Clause.** Seller warrants and represents that he or she is properly authorized to enter into the Agreement. This Agreement shall be binding on all heirs, successors, and assignees of the Seller.

Seller agrees to honestly state the dimensions, characteristics and condition of the Property to be entered into the MLS to the best of their knowledge. Broker assumes no liability for inaccuracies, errors or misstatements made by the Seller. Broker does not conduct a survey of the Property to verify accuracy of any information provided by the Seller and shall not be held responsible for the accuracy of the information. Seller has reviewed the information shown on Broker's Listing Agreement and Property Input Form and hereby acknowledges that the completed information is accurate, true and correct. Seller also agrees to review the MLS listing sheet for accuracy and inform Broker of any errors so that they may be corrected. Seller agrees to indemnify and to save and hold harmless Broker and those relying on information contained in this Agreement for and against damages resulting from any inaccuracy and/or the Seller's

failure to disclose any information. Seller agrees that the liability of Broker and its agents is limited and capped at the listing fee paid.

**Seller's Marketing Authorization.** Seller acknowledges that neither Listing Broker nor selling broker or any Multiple Listing Service is an insurer against the loss of the Seller's personal property. Seller is advised to safeguard or remove valuables now located on said Property. Further, Seller acknowledges that Listing Broker may have an obligation to release information as to the amount of selling price, type of financing and number of days on market to any multiple listing services of which Listing Broker is a member.

Seller agrees to save and hold Broker and Listing Agent harmless from all claims, disputes, litigation, judgments, and costs (including reasonable attorney's fees) arising from Seller's breach of this Agreement, from any incorrect information or misrepresentation supplied by Seller or from any material facts, including latent defects, that are known to Seller that Seller fails to disclose. In connection with any litigation arising out of this Agreement, Broker shall be entitled to recover all costs incurred including reasonable attorneys' fees for services rendered in connection with such litigation, including appellate proceedings and post judgment proceedings. Should it be determined by any MLS board or any arbitration committee or court that commissions were due to a Cooperating Broker, the Seller agrees to promptly pay such amounts and/or damages in addition to any out of pocket costs incurred by Broker. Any time spent by Brokers representatives to resolve and/or attend such litigation or arbitration will be billed at \$350 per hour, which the Seller agrees to pay. The Seller understands that they are indemnifying Broker of any and all claims arising from Seller non-payment of commissions.

Any provision of this Agreement which is invalid, prohibited, illegal or unenforceable shall be ineffective to the extent of any such terms and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted without invalidating the remaining provisions hereof. This Listing Agreement summarizes the understanding in its entirety and any changes must be in writing and jointly executed by all parties.

A signature transmitted by fax and/or scanned and emailed shall be deemed to have the same effect as an original signature.

Agreed to and Accepted by **Seller(s)**:

Agreed to and Accepted by **Metro Realty, Inc.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance:

Date of Acceptance:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Send completed documents to [support@aflatfee.com](mailto:support@aflatfee.com) or fax to (630) 299-5001**

MLS#

For office use only

# PROPERTY INPUT FORM

## Land Listing Form

Sellers Name(s):	
Property Address:	
Mailing Address (if different than above):	
Phone # for showings:	Email Address:
<b>BASIC LISTING INFORMATION</b>	
Parcel No.	Multiple PIN Numbers <input type="checkbox"/> Yes <input type="checkbox"/> No
Subdivision Lot Number:	County:
Township:	Corporate Limits of –or- Unincorporated:
Subdivision:	Coordinates: _____ North _____ South _____ East _____ West <b>*Required in City of Chicago__</b>
Is Property Currently Listed for Rent: <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><b>If Yes -&gt;</b></div> <div style="text-align: right;"> <b>Rental Unit:</b>  <input type="checkbox"/> Sq. Ft. Annual  <input type="checkbox"/> Acres Annual  <input type="checkbox"/> Monthly  <input type="checkbox"/> Annual </div> </div>
Directions to Property (Max 100 characters):	
<b>SCHOOL INFORMATION</b>	
Elementary District #:	Elementary School Name:
	2 <sup>nd</sup> /Alternate Elementary School Name:
Jr High/Middle District #:	Jr High/Middle School Name:
	2 <sup>nd</sup> /Alternative Jr High/Middle School Name:
High School District #:	High School Name:
	2 <sup>nd</sup> /Alternative High School Name:
Other Public District #:	Other Public School Name:
Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Ownership Type:</b> <input type="checkbox"/> Condo <input type="checkbox"/> Fee Simple <input type="checkbox"/> Fee Simple w/HO Assn	Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>General Information:</b> <input type="checkbox"/> School Bus Service <input type="checkbox"/> Commuter Bus <input type="checkbox"/> Commuter Train <input type="checkbox"/> Interstate Access <input type="checkbox"/> Flood Zone <input type="checkbox"/> Flood Zone (Partial) <input type="checkbox"/> Historic District <input type="checkbox"/> None

REMARKS (Maximum of 1000 characters with spaces. Feel free to submit by email to support@aflatfee.com)

<p><b>Zoning Type:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Industrial</li> <li><input type="checkbox"/> Multi-Family</li> <li><input type="checkbox"/> Planned Manufacturing District</li> <li><input type="checkbox"/> Planned Unit Development</li> <li><input type="checkbox"/> Single Family</li> <li><input type="checkbox"/> Other</li> </ul> <p>Lot Dimensions: _____</p> <p>Acreage: _____</p> <p>Approx Land Sq Ft: _____</p>	<p>Actual Zoning: _____ (i.e., R-2, B-2, etc.)</p> <p>Front Footage: _____</p> <p>Total Listed Lots Available _____</p> <p>Farm: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Buildings on Land <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Lot Size:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than .25 acres</li> <li><input type="checkbox"/> .25-.49 Acres</li> <li><input type="checkbox"/> .50-.99 Acres</li> <li><input type="checkbox"/> 1.0-1.99 Acres</li> <li><input type="checkbox"/> 2.0-2.99 Acres</li> <li><input type="checkbox"/> 3.0-3.99 Acres</li> <li><input type="checkbox"/> 4.0-4.99 Acres</li> <li><input type="checkbox"/> 5.0-5.99 Acres</li> <li><input type="checkbox"/> 6.0-7.99 Acres</li> <li><input type="checkbox"/> 8.0-9.99 Acres</li> <li><input type="checkbox"/> 10.0-24.99 Acres</li> <li><input type="checkbox"/> 25.0-99.99 Acres</li> <li><input type="checkbox"/> 100+ Acres</li> <li><input type="checkbox"/> Oversized Chicago Lot</li> <li><input type="checkbox"/> Standard Chicago Lot</li> </ul>	<p><b>Farms Type:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cattle</li> <li><input type="checkbox"/> Dairy</li> <li><input type="checkbox"/> Grain</li> <li><input type="checkbox"/> Hobby</li> <li><input type="checkbox"/> Hog</li> <li><input type="checkbox"/> Horse</li> <li><input type="checkbox"/> Mixed</li> <li><input type="checkbox"/> Nursery</li> <li><input type="checkbox"/> Truck</li> <li><input type="checkbox"/> Other</li> </ul>
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<p><b>Land Description:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Beach</li> <li><input type="checkbox"/> Common Grounds</li> <li><input type="checkbox"/> Cleared</li> <li><input type="checkbox"/> Dimensions to Center of Road</li> <li><input type="checkbox"/> Flag Lot</li> <li><input type="checkbox"/> Flood Plain</li> <li><input type="checkbox"/> Floodway</li> <li><input type="checkbox"/> Horses Allowed</li> <li><input type="checkbox"/> Irregular</li> <li><input type="checkbox"/> Landscaped Professionally</li> <li><input type="checkbox"/> Level</li> <li><input type="checkbox"/> Pasture</li> <li><input type="checkbox"/> Pond/Lake</li> <li><input type="checkbox"/> Rolling Rural</li> <li><input type="checkbox"/> Sloping</li> <li><input type="checkbox"/> Stream</li> <li><input type="checkbox"/> Terraced</li> <li><input type="checkbox"/> Tillable</li> <li><input type="checkbox"/> Wetland(s)</li> <li><input type="checkbox"/> Wooded</li> <li><input type="checkbox"/> Walk-Out</li> </ul>	<p><b>Lot Description:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chain of Lakes Frontage</li> <li><input type="checkbox"/> Channel Front</li> <li><input type="checkbox"/> Corner</li> <li><input type="checkbox"/> Cul-De-Sac</li> <li><input type="checkbox"/> Forest Preserve Adjacent</li> <li><input type="checkbox"/> Golf Course Lot</li> <li><input type="checkbox"/> Nature Preserve Adjacent</li> <li><input type="checkbox"/> Wetlands Adjacent</li> <li><input type="checkbox"/> Lake Front</li> <li><input type="checkbox"/> Legal Non-Conforming</li> <li><input type="checkbox"/> Paddock</li> <li><input type="checkbox"/> Park Adjacent</li> <li><input type="checkbox"/> River Front</li> <li><input type="checkbox"/> Water View</li> </ul>	<p><b>Land Amenities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children's Play Yard</li> <li><input type="checkbox"/> Club House</li> <li><input type="checkbox"/> Curbs &amp; Gutters</li> <li><input type="checkbox"/> Dock-Community</li> <li><input type="checkbox"/> Fencing</li> <li><input type="checkbox"/> Garbage Removal</li> <li><input type="checkbox"/> Horse-Community Barn</li> <li><input type="checkbox"/> Horse Riding Area</li> <li><input type="checkbox"/> Horse Riding Trails</li> <li><input type="checkbox"/> Landing Strip</li> <li><input type="checkbox"/> Lawn Care</li> <li><input type="checkbox"/> Lighting/Exterior</li> <li><input type="checkbox"/> Park/Playground</li> <li><input type="checkbox"/> Pond/Lake</li> <li><input type="checkbox"/> Pool</li> <li><input type="checkbox"/> Security Entrance</li> <li><input type="checkbox"/> Sidewalks</li> <li><input type="checkbox"/> Snow Removal</li> <li><input type="checkbox"/> Storage Tanks (Above Ground)</li> <li><input type="checkbox"/> Storage Tanks (Below Ground)</li> <li><input type="checkbox"/> Tennis Court(s)</li> <li><input type="checkbox"/> Water Rights</li> <li><input type="checkbox"/> Other</li> </ul>	<p><b>Building Improvements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 or More Barns</li> <li><input type="checkbox"/> Second House</li> <li><input type="checkbox"/> Barn</li> <li><input type="checkbox"/> Barn Cleaner</li> <li><input type="checkbox"/> Buildings-No Horses</li> <li><input type="checkbox"/> Box Stalls</li> <li><input type="checkbox"/> Complete Set of Buildings</li> <li><input type="checkbox"/> Corn Crib(s)</li> <li><input type="checkbox"/> Garage(s)</li> <li><input type="checkbox"/> Grain Dryer(s)</li> <li><input type="checkbox"/> Greenhouse(s)</li> <li><input type="checkbox"/> House</li> <li><input type="checkbox"/> House &amp; Out Buildings</li> <li><input type="checkbox"/> House Trailer</li> <li><input type="checkbox"/> Indoor Arena</li> <li><input type="checkbox"/> Machine Shed(s)</li> <li><input type="checkbox"/> Metal Buildings(s)</li> <li><input type="checkbox"/> Milking Parlor</li> <li><input type="checkbox"/> Outdoor Arena</li> <li><input type="checkbox"/> Paddock</li> <li><input type="checkbox"/> Pen(s)</li> <li><input type="checkbox"/> Pole Building(s)</li> <li><input type="checkbox"/> Silo(s)</li> <li><input type="checkbox"/> Stanchions</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> No Existing Structure</li> </ul>
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<p><b>Current Use:</b></p> <input type="checkbox"/> Agricultural/Land Only <input type="checkbox"/> Agricultural/With Buildings <input type="checkbox"/> Commercial <input type="checkbox"/> Conditional Use <input type="checkbox"/> Condominium <input type="checkbox"/> Estate <input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Legal Non-Conforming <input type="checkbox"/> Liquor License <input type="checkbox"/> Mobile Home <input type="checkbox"/> Non-Conforming <input type="checkbox"/> No Development Status <input type="checkbox"/> Office & Research <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Platted <input type="checkbox"/> Recreational <input type="checkbox"/> Residential-Estate <input type="checkbox"/> Residential-Multi-Family <input type="checkbox"/> Residential-Single-Family <input type="checkbox"/> Retail <input type="checkbox"/> Special Use <input type="checkbox"/> Zoning Change Required <input type="checkbox"/> Other	<p><b>Potential Use:</b></p> <input type="checkbox"/> Agricultural/Land Only <input type="checkbox"/> Agricultural/With Buildings <input type="checkbox"/> Commercial <input type="checkbox"/> Conditional Use <input type="checkbox"/> Condominium <input type="checkbox"/> Estate <input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Legal Non-Conforming <input type="checkbox"/> Liquor License <input type="checkbox"/> Mobile Home <input type="checkbox"/> Non-Conforming <input type="checkbox"/> No Development Status <input type="checkbox"/> Office & Research <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Platted <input type="checkbox"/> Recreational <input type="checkbox"/> Residential-Estate <input type="checkbox"/> Residential-Multi-Family <input type="checkbox"/> Residential-Single-Family <input type="checkbox"/> Retail <input type="checkbox"/> Special Use <input type="checkbox"/> Zoning Change Required <input type="checkbox"/> Other	<p><b>Location:</b></p> <input type="checkbox"/> Central Business District <input type="checkbox"/> Channel Front <input type="checkbox"/> Commercial Industrial Park <input type="checkbox"/> Corner <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Forest Preserve Adjacent <input type="checkbox"/> Golf Course Lot <input type="checkbox"/> Industrial Area <input type="checkbox"/> Industrial Park <input type="checkbox"/> Lake Front <input type="checkbox"/> Mixed Use Area <input type="checkbox"/> Office Park <input type="checkbox"/> Out Lot of Shopping Ctr <input type="checkbox"/> Park Adjacent <input type="checkbox"/> River Front <input type="checkbox"/> Shopping Mall <input type="checkbox"/> Shopping Strip <input type="checkbox"/> Water Front <input type="checkbox"/> Water View	<p><b>Known Existing Liens:</b></p> <input type="checkbox"/> Air/Mineral Rights Excluded <input type="checkbox"/> First Mortgage <input type="checkbox"/> Mechanics Lien <input type="checkbox"/> None Known <input type="checkbox"/> Option to Lease <input type="checkbox"/> Option to Purchase <input type="checkbox"/> Recaptures Due <input type="checkbox"/> Right of First Refusal <input type="checkbox"/> Second Mortgage <input type="checkbox"/> Tax Lien <input type="checkbox"/> Third Mortgage <input type="checkbox"/> Other <p><b>Seller Needs:</b></p> <input type="checkbox"/> Acquire Other Equity <input type="checkbox"/> Cash <input type="checkbox"/> Cash and Paper <input type="checkbox"/> Debt Relief <input type="checkbox"/> New Opportunity <input type="checkbox"/> Out of Management <input type="checkbox"/> Out of Partnership <input type="checkbox"/> Paper <input type="checkbox"/> Passive Investment <input type="checkbox"/> Tax Benefits <input type="checkbox"/> Tax Deferred Exchange <input type="checkbox"/> Other
<p><b>Seller Will:</b></p> <input type="checkbox"/> Add Cash <input type="checkbox"/> Add Existing Paper <input type="checkbox"/> Add Management <input type="checkbox"/> Add Other Equity <input type="checkbox"/> Create Paper <input type="checkbox"/> Guarantee Income <input type="checkbox"/> Joint Venture <input type="checkbox"/> Lease Back <input type="checkbox"/> Master Lease <input type="checkbox"/> Will Divide <input type="checkbox"/> Other	<p><b>Ownership Type:</b></p> <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> In Acquisition <input type="checkbox"/> Individual <input type="checkbox"/> Land Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other	<p><b>Frontage/Access:</b></p> <input type="checkbox"/> City Street <input type="checkbox"/> County Road <input type="checkbox"/> Easement <input type="checkbox"/> Frontage Road <input type="checkbox"/> Interstate <input type="checkbox"/> On Airstrip <input type="checkbox"/> Private Road <input type="checkbox"/> Public Road <input type="checkbox"/> Signal Intersection <input type="checkbox"/> State Road <input type="checkbox"/> Township Road <input type="checkbox"/> U.S. Highway <input type="checkbox"/> Other	<p><b>Road Surface:</b></p> <input type="checkbox"/> Asphalt <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Tar & Gravel <input type="checkbox"/> Other <input type="checkbox"/> None <p><b>Rail Availability:</b></p> <input type="checkbox"/> Mainline <input type="checkbox"/> Potential <input type="checkbox"/> Siding <input type="checkbox"/> Spur <input type="checkbox"/> None
<p><b>Tenant Pays:</b></p> <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Common Area Maintenance <input type="checkbox"/> Electric <input type="checkbox"/> Farm Supplies <input type="checkbox"/> Heat <input type="checkbox"/> Janitorial <input type="checkbox"/> Operating Steps <input type="checkbox"/> Real Property Taxes <input type="checkbox"/> Property Insurance <input type="checkbox"/> Repairs & Maintenance <input type="checkbox"/> Roof <input type="checkbox"/> Scavenger <input type="checkbox"/> Structure <input type="checkbox"/> Tax Steps <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Other	<p>Minimum Required Sq Ft by Covenant – 1 Story_____</p> <p>Minimum Required Sq Ft by Covenant – 2 Story_____</p> <p>Other Minimum Required Sq Ft <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>COMMERCIAL USE ONLY:</b></p> <p><b>Lease Type:</b></p> <input type="checkbox"/> Net <input type="checkbox"/> Modified Gross <input type="checkbox"/> Gross <p>Loans: \$_____</p> <p>Equity: \$_____</p>	

<p># Rooms _____</p> <p># Bedrooms (All Levels) _____</p> <p># Full Baths _____</p> <p># Half Baths _____</p> <p><b>Master Bedroom Bath:</b></p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Half</p> <p><input type="checkbox"/> Shared</p> <p><input type="checkbox"/> None</p>	<p><b>Basement:</b></p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Partial</p> <p><input type="checkbox"/> Walkout</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> None</p> <p>Basement Bathrooms:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p># Fireplaces _____</p>	<p><b>Parking Type:</b></p> <p><input type="checkbox"/> Garage(s)</p> <p><input type="checkbox"/> Space(s)</p> <p><input type="checkbox"/> None</p> <p><b>Garage Type:</b></p> <p><input type="checkbox"/> Attached</p> <p><input type="checkbox"/> Detached</p> <p><input type="checkbox"/> None</p> <p># Garage Spaces _____</p> <p># Exterior Parking Spaces _____</p>	<p><b>Type of House:</b></p> <p><input type="checkbox"/> 1 Story</p> <p><input type="checkbox"/> 1.5 Story</p> <p><input type="checkbox"/> 2 Stories</p> <p><input type="checkbox"/> 3 Stories</p> <p><input type="checkbox"/> 4+ Stories</p> <p><input type="checkbox"/> Coach House</p> <p><input type="checkbox"/> Earth</p> <p><input type="checkbox"/> Hillside</p> <p><input type="checkbox"/> Raised Ranch</p> <p><input type="checkbox"/> Split Level</p> <p><input type="checkbox"/> Split Level w/Sub</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Tear Down</p>
<p><b>Style of House:</b></p> <p><input type="checkbox"/> American 4-Sq.</p> <p><input type="checkbox"/> Bi-Level</p> <p><input type="checkbox"/> Brownstone</p> <p><input type="checkbox"/> Bungalow</p> <p><input type="checkbox"/> Capecod</p> <p><input type="checkbox"/> Colonial</p> <p><input type="checkbox"/> Contemporary</p> <p><input type="checkbox"/> Cottage</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Farmhouse</p> <p><input type="checkbox"/> French Provincial</p> <p><input type="checkbox"/> Georgian</p> <p><input type="checkbox"/> Greystone</p> <p><input type="checkbox"/> Log</p> <p><input type="checkbox"/> Mediterranean/Spanish</p> <p><input type="checkbox"/> Prairie</p> <p><input type="checkbox"/> Quad Level</p> <p><input type="checkbox"/> Queen Anne</p> <p><input type="checkbox"/> Ranch</p> <p><input type="checkbox"/> Row House</p> <p><input type="checkbox"/> Step Ranch</p> <p><input type="checkbox"/> Traditional</p> <p><input type="checkbox"/> Tri-Level</p> <p><input type="checkbox"/> Tudor</p> <p><input type="checkbox"/> Victorian</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Mid Level</p>	<p><b>Basement Description:</b></p> <p><input type="checkbox"/> Finished</p> <p><input type="checkbox"/> Partially Finished</p> <p><input type="checkbox"/> Unfinished</p> <p><input type="checkbox"/> Crawl</p> <p><input type="checkbox"/> Cellar</p> <p><input type="checkbox"/> Sub-Basement</p> <p><input type="checkbox"/> Slab</p> <p><input type="checkbox"/> Exterior Access</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> None</p>	<p><b>Exterior Building Type:</b> (Maximum of 3 selections)</p> <p><input type="checkbox"/> Aluminum Siding</p> <p><input type="checkbox"/> Vinyl Siding</p> <p><input type="checkbox"/> Steel Siding</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Cedar</p> <p><input type="checkbox"/> Frame</p> <p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> EIFS (e.g. Dryvit)</p> <p><input type="checkbox"/> Glass</p> <p><input type="checkbox"/> Log</p> <p><input type="checkbox"/> Masonite</p> <p><input type="checkbox"/> Shakes</p> <p><input type="checkbox"/> Stucco</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Marble/Granite</p> <p><input type="checkbox"/> Concrete</p> <p><input type="checkbox"/> Asbestos Siding</p> <p><input type="checkbox"/> Limestone</p> <p><input type="checkbox"/> Slate</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Clad Trim</p>	<p><b>Air Conditioning:</b></p> <p><input type="checkbox"/> Central Air</p> <p><input type="checkbox"/> Partial</p> <p><input type="checkbox"/> Space Pac</p> <p><input type="checkbox"/> 1- Window/Wall Unit</p> <p><input type="checkbox"/> 2- Window/Wall Units</p> <p><input type="checkbox"/> 3- Window/Wall Units</p> <p><input type="checkbox"/> Zoned</p> <p><input type="checkbox"/> None</p> <p><b>Heat/Fuel:</b></p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Propane</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Forced Air</p> <p><input type="checkbox"/> Hot Water/Steam</p> <p><input type="checkbox"/> Baseboard</p> <p><input type="checkbox"/> Radiant</p> <p><input type="checkbox"/> Gravity Air</p> <p><input type="checkbox"/> Heat Pump</p> <p><input type="checkbox"/> Radiators</p> <p><input type="checkbox"/> Space Heaters</p> <p><input type="checkbox"/> 2+ Separate Heating Systems</p> <p><input type="checkbox"/> Individual Controls</p> <p><input type="checkbox"/> Zoned</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> None</p>
<p><b>Utilities to Site:</b> <input type="checkbox"/> None</p> <p><input type="checkbox"/> Electric Nearby</p> <p><input type="checkbox"/> Electric to Site</p> <p><input type="checkbox"/> Gas Nearby</p> <p><input type="checkbox"/> Gas to Site</p> <p><input type="checkbox"/> Holding Tank(s)</p> <p><input type="checkbox"/> Holding Tank Required</p> <p><input type="checkbox"/> Sanitary Sewer Nearby</p> <p><input type="checkbox"/> Sanitary Sewer to Site</p> <p><input type="checkbox"/> Septic-Mechanical</p> <p><input type="checkbox"/> Septic-Private</p> <p><input type="checkbox"/> Septic System Required</p> <p><input type="checkbox"/> Sewer-Storm Available</p> <p><input type="checkbox"/> Water-Community</p> <p><input type="checkbox"/> Water-Municipal</p> <p><input type="checkbox"/> Water-Nearby</p> <p><input type="checkbox"/> Water-Private Company</p> <p><input type="checkbox"/> Water to Site</p> <p><input type="checkbox"/> Well-Community</p> <p><input type="checkbox"/> Well-Private</p> <p><input type="checkbox"/> Well-Private Company</p> <p><input type="checkbox"/> Well-Required</p> <p><input type="checkbox"/> Well-Shared</p>	<p>Tax Year: _____</p> <p>Taxes: \$ _____</p> <p>Tax Exemptions:</p> <p><input type="checkbox"/> Homeowner</p> <p><input type="checkbox"/> Senior</p> <p><input type="checkbox"/> Senior Freeze</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> None</p> <p>Special Assessments:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>Special Service Area:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incl in Tax Bill</p> <p>If Special Service Area, enter fee:</p> <p>\$ _____</p>	<p><b>Agent Owned/Interest</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Possession:</b></p> <p><input type="checkbox"/> Closing</p> <p><input type="checkbox"/> Immediate</p> <p><input type="checkbox"/> Lease Back Required</p> <p><input type="checkbox"/> Negotiable</p> <p><input type="checkbox"/> Prior to Closing</p> <p><input type="checkbox"/> Specific Date</p> <p><input type="checkbox"/> Tenant's Rights</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Harvest Rights</p>	<p><b>Sale Terms:</b></p> <p><input type="checkbox"/> Conventional</p> <p><input type="checkbox"/> FHA</p> <p><input type="checkbox"/> VA</p> <p><input type="checkbox"/> Assumption-Conv.</p> <p><input type="checkbox"/> Assumption - FHA</p> <p><input type="checkbox"/> Assumption - VA</p> <p><input type="checkbox"/> Release Required</p> <p><input type="checkbox"/> Contract (Articles for Deed)</p> <p><input type="checkbox"/> Lease/Purchase</p> <p><input type="checkbox"/> Owner May Help/Assist</p> <p><input type="checkbox"/> Purchase Money Mortgage</p> <p><input type="checkbox"/> Rent w/Option</p> <p><input type="checkbox"/> Rewrite/Blend</p> <p><input type="checkbox"/> Trade/Exchange</p> <p><input type="checkbox"/> Cash Only</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Land Lease</p>





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\_\_\_\_\_ Seller personally created the virtual tour to be included in the listing.

\_\_\_\_\_ Seller contracted with a photographer and/or other professional to take the photo(s) and/or create a virtual tour, rendering, sketch or drawing which are to be included in the listing. Seller states that he/she personally owns the copyrights to the material(s) and can provide a release and/or receipt from the photographer or/other professional if asked to do so.

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

Agreed to and Accepted by **Seller(s)**:

Agreed to and Accepted by **Metro Realty, Inc.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance:

Date of Acceptance:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Return Signed Document to [support@aflatfee.com](mailto:support@aflatfee.com) or fax to (630) 299-5001**