

Re-list Authorization (must be received with re-list FMLS paperwork & Addendum(s))

Date: _____

Between (your name) _____ and Duffy Realty of Atlanta.

Please re-list my home located at _____ City _____ Zip _____

Price: \$ _____ Commission to Buyer's Agent: _____ %

Phone Number on New Listing: (____) ____ - _____

Please email my new listing to me at: _____

How did you hear about Duffy? _____

Where are you moving to? _____

PHOTOS: After you receive your FMLS number and upload instructions in your re-list confirmation email you must upload new pictures to www.tipsandforms.com. If you have not already expired and don't want to upload new pictures, simply extend your listing by sending an email to duffychanges@gmail.com requesting a 6 month extension.

Do you have a virtual tour that must be re-linked? _____

TOP THREE WAYS Virtual Tours amp up your listing (please see below for ordering instructions):

1. Boosts your exposure with more pictures and links on FMLS, GAMLS, and Realtor.com
2. Professional photographer takes unlimited amount of images of your home
3. Entices your buyer to engage in your home longer

LOCKBOX:

Do you have a Duffy rented lockbox at your home right now?: _____

If so, verify the lockbox serial number (located on the side of the box, starts with SN): _____

Where is the box located on the property?: _____

Note: If you previously rented a lockbox and no longer have it, stop by the office and pickup a sign and a new lockbox for no charge. If you have never had a lockbox before, stop by the office to fill out the lockbox addendum and pick up a lockbox for \$100. Office is open Monday-Friday from 9am-6pm at 10 Cumming Street, Alpharetta 30009. OR our Runner can attach a lockbox to your door for \$50(if previously rented) or \$150 for new rentals (\$100 for rental, \$50 for runner fee). See lockbox addendum (attached) for additional lockbox information.

TOP THREE REASONS for having a lockbox:

1. Provides a secure, but easy way for agents to show your home to potential buyers.
2. Allows you to view a detailed showing report of who has seen your home.
3. Enables us to create a reverse offer to agents who have shown your house two or more times.

I would like to order the following: (Please circle your selection(s))

A. Virtual Tour of my home- \$94.00

B. I have paid for a lockbox in the past and need the Runner to deliver new lockbox - \$50.00

C. I have never had a lockbox before but would like one now and need the Runner to deliver - \$150.00

Payment: (Please circle your selection)

A. I will pay through PayPal (www.tipsandforms.com/forms)

B. Please charge my Credit Card listed below (We do not accept American Express)

CC Number: _____ exp: ____/____ ccv: _____

I authorize you to charge my card: (your signature) _____

I understand that it is my responsibility to notify Duffy Realty within 5 days from re-list if I have not received my listing. I understand that I am responsible for any errors on the listing and for reporting them to Duffy Realty for correction.

SIGNATURE OF SELLER

***Listings must expire before the multiple listing service will allow us to add your new listing. You will receive phone calls starting at 7:00 a.m. on the morning of your expiration. You may want to state on your voice mail that you are re-listing your home so agents will not continue to call you.

OFFICE USE ONLY:

NEW FMLS: _____ NEW GAMLS: _____ EMAILED DATE: _____ INITIALS: _____

Lockbox Amendment:

Property County: _____

Name: _____

Address: _____

City/State/Zip: _____

1. ____ I am attaching this lockbox to the front door and agree that if for any reason it is not at that location my credit card will be automatically charged an additional \$150 to replace the lost or unusable lockbox. I live in one of the following counties: Clayton, Cherokee, Cobb, DeKalb, Douglas, Forsyth, Fulton, Paulding.

2. ____ I am NOT attaching the lockbox to the front door. I am responsible for mailing or dropping off the lockbox to the Duffy Alpharetta office within 10 days of the end of my listing with Duffy Realty. I agree to pay the \$100 rental fee along with a \$150 deposit that will be forfeited if I do not return the lockbox.

Client Signature

Client Printed Name:

Credit Card Information: VISA, MC, or Discover

Name on Card:

Credit Card #

Exp Date:

CVV:

Address on card if different than property address:

Client Signature:

**BROKERAGE ENGAGEMENT
EXCLUSIVE RIGHT TO SELL CONTRACT**

For Listing Property With

FIRST MULTIPLE LISTING SERVICE, INC.
Atlanta, Georgia

FMLS# Leave Blank

LISTING BROKER

CO. NAME	Duffy Realty
BRANCH	DUFF01

In consideration of the undersigned Broker's agreement to act as a limited agent for and on behalf of the undersigned Seller or legal representative thereof (hereinafter "Seller") to use Broker's efforts to sell the property within the terms of this agreement, I, the undersigned Seller, do hereby authorize and grant to Broker the exclusive right and power from the _____ day of _____, _____, until 12 o'clock midnight the _____ day of _____, 180 days after list date _____, to sell the property described below at a price of \$ _____ or any other price acceptable to Seller.

LEGAL DESCRIPTION OF THE PROPERTY:

All that tract or parcel of land lying and being in LAND LOT _____ of the _____ DISTRICT, _____ SECTION, _____ COUNTY, GEORGIA and being known as LOT _____, BLOCK _____ of the _____ SUBDIVISION, according to plat recorded in PLAT BOOK _____, PAGE _____, _____ COUNTY RECORDS, and being improved property known as _____ (Street), _____ (City), GEORGIA, _____ (Zip). The full legal description of said property is the same as is recorded with the Clerk of the Superior Court of the County in which the property is located and is made a part of this agreement by reference.

Broker is a member of First Multiple Listing Service, Inc. (hereinafter "FMLS"), and Broker shall file this listing with FMLS within 48 hours after Seller signs this agreement. Seller agrees that other members of FMLS may act in association with Broker in procuring or attempting to procure a buyer. Broker has no agency relationship with FMLS. Seller agrees to pay to Broker a sales commission of _____% of the sales price, or \$ _____ N/A, at closing, in the event that during the term of this agreement: (1) Broker or any member of FMLS procures a person ready, willing and able to purchase the property at the price described above; or (2) Seller enters into an enforceable contract for the sale or exchange of the property with any buyer, without exclusion as to any buyer, whether by or through the efforts of Broker or any other person, including Seller. Seller acknowledges and agrees that Broker may cooperate with another broker or compensate another broker, and that any commission hereunder may be disbursed or allocated in the sole discretion of Broker and may be allocated to other brokers who may or may not represent other parties to the transaction. The commissions payable for the sale, lease or management of property are not set in any manner other than between Broker and Seller. Seller agrees to pay to Broker such commission pursuant to the terms of this agreement, if within 90 days after termination of this agreement, the property is sold, exchanged or conveyed to any person to whom the property had been submitted, presented or shown during the term of this agreement, the terms and conditions of which shall apply to such sale, exchange, or conveyance, unless the property is sold to such buyer during such 90-day period by or through another licensed real estate broker with whom Seller had made an exclusive listing contract. Seller agrees to refer all inquiries concerning the sale of the property to Broker during the term hereof.

Notwithstanding anything to the contrary contained herein, if a sales contract on the property is signed by Seller and a prospective buyer during the term of this agreement, and if such sales contract is not consummated for any reason whatsoever, then the original term of the listing set forth herein shall be automatically extended by the number of days the property was under contract to said prospective buyer (i.e. the number of days from the date the sales contract was signed until the date it finally is determined that it will not close).

Seller hereby indemnifies and holds FMLS and its employees harmless from, and covenants that Seller will not sue FMLS and/or its employees for, any and all claims, suits, or causes of action, whenever asserted, and/or any and all bodily and personal injuries and the consequences thereof, which result from any acts of persons who are not employees of FMLS, or which result from any negligent acts of persons who are employees of FMLS, whenever said acts occur during the period of this agreement or any extension hereof. Seller acknowledges and agrees that Broker shall not, under any circumstances, have any liability greater than the amount of the real estate commission paid hereunder to Broker, excluding any commission amount paid to a cooperating real estate broker, if any.

Seller warrants that: Seller has title to the property described herein, and/or has full authority to enter into this agreement; that the information with respect to the property as set out in this agreement is true and correct and that Seller has fully revealed to Broker all pertinent information with respect to the property, including defects therein, if any, and that Broker is authorized to convey all such information to prospective buyers; and, Seller has received, completed, and delivered to Broker a Property Disclosure Statement.

Seller acknowledges that Broker intends to rely upon the accuracy of the information furnished by Seller and Seller agrees to hold Broker harmless from any cost, expense or damage incurred by Broker as a result of Seller's withholding any information from Broker or as a result of Seller's giving Broker any information which is incorrect. A Data Entry form is attached to and made a part of this agreement by reference.

Seller hereby grants permission for Broker to advertise the property for sale and display the listing over the Internet, and for the property to be photographed and for such photograph to be used in promoting the sale. Broker is also hereby authorized to place Broker's "For Sale" sign upon the property.

NOTICE: A lockbox may be used in connection with the marketing of the property. There have been isolated instances of reported burglaries of homes on which lockboxes have been placed and for which the lockbox has been alleged to have been used to access the home. In order to minimize the risk of misuse of the lockbox, FMLS recommends against the use of lockboxes on door handles that can be unscrewed from the outside or on other parts of the home from which the lockbox can be easily removed. When a lockbox is used in connection with the marketing of Seller's property, FMLS recommends that Seller place valuables such as checks, money, and jewelry in a secure place.

Owner's Initials

FMLS# _____

LISTING BROKER

CO NAME	Duffy Realty
BRANCH	DUFF01

NOTICE: The sales contract for the Seller's property may require that the Seller have obtained a termite inspection report for the property prior to execution of the sales contract.

Except as expressly disclosed to Seller, Broker's office brokerage relationship policy is to represent buyers; to represent sellers; and to represent buyers and sellers with disclosed dual and/or designated agency for intra-company sales.

Special Stipulations: _____

Seller understands and agrees that all the information and property characteristics in the FMLS information system will be provided to brokers and their agents who may or may not represent buyers and/or who are not agents or subagents of Seller. Seller further agrees that brokers and their agents who represent buyers may show the property without first notifying Seller or Broker that they represent a buyer and any information provided to such brokers or their agents may be given to prospective buyers. Seller hereby waives any claims against FMLS and its employees arising out of disclosure of such information to other parties and hereby covenants that Seller will not sue FMLS or its employees for any and all claims, suits, or causes of action, whenever asserted, arising out of such disclosure.

BY SIGNING THIS AGREEMENT, SELLER ACKNOWLEDGES THAT (1) SELLER HAS READ ALL PROVISIONS AND DISCLOSURES MADE HEREIN BEFORE SIGNING, (2) SELLER UNDERSTANDS ALL SUCH PROVISIONS AND DISCLOSURES AND HAS ENTERED INTO THIS AGREEMENT VOLUNTARILY AND (3) SELLER VOLUNTARILY AND EXPRESSLY CONSENTS AND AGREES THAT BROKER MAY SERVE AS A DUAL AND/OR DESIGNATED AGENT AS DESCRIBED BELOW.

Prior to entering into this agreement with you, Georgia law requires that Broker make certain disclosures to you, as follows:

- (1) Advise you of the types of brokerage relationships available through Broker and Broker's office brokerage relationship policy: These are set forth below and in the paragraph immediately preceding the Special Stipulations section.
- (2) Advise you of any other brokerage relationships held by Broker which would conflict with any interests of yours actually known to Broker. Broker and Broker's affiliated licensees represent other sellers and buyers regarding sales of property which may be in direct competition with the sale of your property.
- (3) Advise you as to Broker's compensation and whether Broker will share such compensation with other brokers who may represent other parties to the transaction.
- (4) Advise you of Broker's obligations to keep information confidential under the law.

By signing this agreement, you acknowledge that Broker has made all of the above disclosures verbally or in writing and has advised you of all of the foregoing prior to your entering into this agreement.

BROKER AS LIMITED AGENT; BROKER MAY MAKE CERTAIN DISCLOSURES TO BUYERS.

When you sign this agreement, the Broker's (and the Broker's affiliated licensees') relationship with you will be as a limited agent and, as provided below, a dual agent. "Limited agent" means that the Broker will, acting under the authority of this agreement, solicit offers to purchase, sell, lease, or exchange the property subject to this agreement without being subject to your control, except as to the result of the work. Broker, as a limited agent, shall not be deemed to have a fiduciary relationship with you or any party or fiduciary obligations to you or any party, except as provided by law.

BROKER WILL MAKE DISCLOSURES TO PROSPECTIVE BUYERS ABOUT YOUR PROPERTY IN RELIANCE ON INFORMATION YOU PROVIDE AND BASED ON BROKER'S ACTUAL KNOWLEDGE AND YOUR OBLIGATIONS TO DISCLOSE MATERIAL ADVERSE FACTS ABOUT THE PROPERTY ARE NOT CHANGED BY THIS AGREEMENT. Broker shall treat all prospective buyers honestly and shall not knowingly give them false information. Broker shall timely disclose to prospective buyers (with whom Broker is working) all material adverse facts pertaining to the physical condition of the property including but not limited to material defects in the property, environmental contamination, and facts required by statute or regulation to be disclosed which are actually known by Broker which could not be discovered by a reasonably diligent inspection of the property by the buyer.

→

Owner's Initials

FMLS# _____

LISTING BROKER

CO NAME	Duffy Realty
BRANCH	DUFF01

Broker shall not be liable to a buyer for providing false information to the buyer if the false information was provided to Broker by you and Broker did not have actual knowledge that the information was false. Nothing in this paragraph shall limit any of your obligations under any applicable law to disclose to prospective buyers all material adverse facts actually known by you pertaining to the physical condition of the property nor shall it limit the obligation of prospective buyers to inspect the physical condition of the property. Georgia law provides that no cause of action shall arise on behalf of any person against Broker for revealing information in compliance with this paragraph.

BROKER MAY PROVIDE ASSISTANCE TO PROSPECTIVE BUYERS WITHOUT VIOLATING ANY DUTIES TO YOU. Under Georgia law, Broker may provide assistance to the buyer by performing such ministerial acts as preparing offers and conveying them to you; locating lenders, inspectors, attorneys, insurance agents, surveyors, schools, shopping facilities, places of worship, and all such other like or similar services; and performing such ministerial acts shall not be construed in such a manner as to violate this agreement Broker has with you nor shall performing such ministerial acts for the buyer be construed in such a manner as to form a brokerage engagement with the buyer.

BROKER MAY SHOW ALTERNATIVE PROPERTIES TO BUYERS AND PROVIDE INFORMATION. Under Georgia law, Broker does not breach any duty or obligation to you by showing alternative properties to prospective buyers; Broker may also provide information on other properties which may be in competition with your property.

YOU ARE ADVISED TO OBTAIN EXPERT ADVICE FOR MATTERS BEYOND THE SCOPE OF BROKER'S EXPERTISE. As to any matters not covered by Broker's duties in this agreement, Broker is not an expert and you are encouraged and advised to seek expert advice and to retain appropriate experts such as environmental engineers, termite inspectors, engineers, surveyors, plumbers, contractors, property inspectors, lawyers, accountants and the like, as appropriate.

DUAL AGENCY IS PERMITTED BY GEORGIA LAW IF BOTH BUYER AND SELLER CONSENT IN WRITING.

When you sign this agreement, you have expressly consented to Broker serving as a dual agent. This is permitted by Georgia law if both client parties consent and the Broker is not acting in a designated Agency capacity. The following disclosures are made so that you will have full disclosure in choosing whether or not to give your consent and enter into this agreement. You do not have to consent to dual agency.

In serving as a dual agent, Broker is representing two parties as clients whose interests are or at times could be different or even adverse. As a dual agent, Brokers will disclose to both parties all adverse material facts relevant to the transaction actually known to the dual agent except for information made confidential by request or instructions from either client and which is not required to be disclosed by law. Seller hereby directs Broker, while acting as a dual agent, to keep confidential and not reveal to the Buyer any information that would materially and adversely affect the Seller's negotiating position.

If Broker or Broker's affiliated licensees have a material relationship with the other client other than that incidental to the transactions, a disclosure of the nature of such a relationship must be provided to you. A material relationship means any actually known personal, familial, or business relationship between Broker or Broker's affiliated licensees and a client which would impair the ability of Broker or the affiliated licensees to exercise fair and independent judgment relative to another client. The other party whom Broker may represent in the event of dual agency may or may not be identified at the time you enter into this agreement. If that party is not identified at such time, and when such party is identified, it is a party with whom either Broker or Broker's affiliated licensees has a material relationship, Broker shall provide to you a disclosure of the nature of such relationship.

In witness whereof, the parties have this ____ day of _____, 20____, duly executed and sealed this agreement.

Duffy Realty

Company Name

By: _____
Broker or Broker's Authorized Agent

Print/Type Name Rhonda Duffy

Phone # 678-366-7846

Fax # 678-892-1181

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(SEAL) Seller or Seller's Authorized Agent

Print/Type Name _____

Phone # _____

Fax # _____

Seller hereby acknowledges receipt of a copy of this agreement.

NOTE: This form is to be used solely for the purpose of listing property in FMLS.

FMLS _____ Leave Blank _____ MLS _____ Leave Blank _____

Expiration Date _____ Lockbox SN _____ CBS Code _____

→ Address: _____ on door _____

ADDENDUM TO BROKERAGE ENGAGEMENT

→ This Agreement entered into this the _____ day of _____, _____ by and between _____, Seller(s) and RSDSP, Inc. d.b.a. Duffy Realty, Listing Broker. In the event of conflict between Brokerage Engagement and Addendum to Brokerage Engagement, this Addendum shall control.

Please use the check boxes in this agreement to acknowledge that you have read that portion of the contract specifically.

The listing fee due Listing Broker is \$600.00 (includes lockbox rental fee), payable at the time of listing. In addition, .0034 of the contract sales price is due at closing to Duffy Realty.

- ☐ In the MLS(s) agents expect to be paid if they bring the buyer. You agree to pay _____% of the sales price to an agent and agree to pay that commission no matter what the final price is that you agree on with the buyer. In other words, this commission is not negotiable. If the buyer has ever seen the home with an agent, you must pay that agent.

If home is lease purchased, .0034 will be paid at the time of contract of lease with buyer.

This agreement lasts until the home is sold. Duffy Realty lists homes in 6-month increments. At the 6th month expiration of the listings, Duffy Realty will re-list the home at no charge provided that the Seller fills out and faxes the complete re-list paperwork. Seller may be asked to show proof that they were listed with Duffy Realty before.

Things You Need to Know About How We Work

Our process is divided into departments wherein experts are trained to help you.

Marketing Specialist → Client Support → Contract Support

- ☐ *Today you are meeting with a Marketing Specialist – their job is to get you listed in the MLS(s) to maximize your property's listing on the internet, to guide you to a list price and to help you with a future strategy to maximize your price. You will not hear from them again.*
- ☐ *Next you will be communicating with our Client Support team. They handle all of your pictures, changes and future marketing strategies. Client Support is open to serve you Monday – Friday from 9 to 6. You will also be given a username and password to our client support website www.TipsandForms.com. All forms, company policies and advice can be found at the website 24/7 and is a great resource for you.*
- ☐ *When you have a buyer see your property for the second time or you receive an offer from a buyer with or without an agent, our Contract Support department takes over. The Contract Support team is available Monday – Friday 9 to 6. Saturday and Sunday we handle business from the field in the same timely fashion. We are open Saturday 10 to 5 and Sunday 2 to 5.*

Our past clients have reported that they have not spent anymore time with this process than they have spent with a full-priced agent and that they been fully supported through the process of selling and closing their home. You are not a For Sale By Owner and alone just because you are paying a lower fee to sell your home.

Marketing by Duffy Realty

Put home in FMLS with 20 photos, GAMLS with 16 photos and HomesByOwner.com with 20 photos.

Your home will be fed to other real estate company websites via FMLS and GAMLS and can take up to 7 days to appear. However, we can't control any other site other than what is listed above. AND, these are templated sites so we don't really control the language and segment on these sites either.

We answer buyer calls during our business hours and will describe your home and show your home to any buyer that is interested and that does not have an agent representing them.

We supply you with a metal yard sign and a directional sign. Additional signs are available for purchase.

Setting the Price

You have the freedom to ask whatever price you choose. We will guide you to the price that is best for you based on your motivation.

Your list price that you chose today is \$ _____

Strategy To Maximize Your Price

Here are some ideas that might help you maximize your price and improve your condition.

- ☐ De-clutter & De-personalize
- ☐ Paint
- ☐ Clean
- ☐ Repair
- ☐ Spruce Up

Photo Options

You can either load 20 photos that you have taken yourself to our server via our client support website OR you can hire our preferred virtual tour provider for \$77.00.

If you would like us to upload your photos for you, you may purchase our complete photo packet for an additional fee. This includes a virtual tour and we will upload all your photos. Please note, by agreeing to this package, you authorize us to choose the photos uploaded and the order in which they are uploaded.

We must receive at least a front photo of your home within 10 days of listing for you to avoid a fine of \$25.00 each day from each MLS.

If you load your own photos and you don't get a confirmation email – please reload your photos.

Showing Your Home and Giving Access To Your Home

Your name, phone number and showing instructions are on the listing. Agents will not call us to see your home, they will call you and hopefully, they will follow your showing instructions.

If you find that agents are violating the showing instructions, visit our client support website for ideas.

You are responsible to let all workmen, inspectors, appraisers, un-represented buyers and agents into your home with or without a lockbox rental.

Client Support Department

☐ It is the Seller's responsibility to:

1. Receive the original listings by email the day of the listing
2. Check the listings to make sure that the information is correct
3. Make any changes to the listings by sending an email and getting a confirmation that the email was received
4. Send in at least a front photo within 10 days of listing to avoid a \$25.00 fine from each MLS
5. Lower your asking price
6. Keep your listing up-to-date
7. **Ask for help as we do not call you unless you call us**
8. Check on your listings online to make sure that your photos are still showing and notify us if you see a problem

You may do any additional advertising that you choose including but not limited to: open houses, newspaper ads, networking, etc. Should you find a buyer that does not have an agent, we will do the contract and negotiation with you and you will not have to pay the buyer's agent commission. The definition of a buyer that does not have an agent means that the agent has not been to your property with that buyer at any time. You will still owe Duffy Realty .0034 of the sales price.

Contract Support Department

We are your listing agent and by law, we need to be involved in your transaction.

The least amount of commission that you will be paying is .0034 of the sales price at closing. If there is an agent involved with the buyer, you will also pay the commission offered to the agent in the MLS.

You do not have to negotiate the offer with the agent directly. You can tell them to wait on us, even if there is a short timeframe. Just tell them that you need to talk to us. If you do choose to negotiate with them directly, and you make a mistake, we will not be responsible for those mistakes.

When an agent wants to make an offer on your property, they will find our fax number and email address on our MLS roster and on your listing.

During the inspection phase of your contract, we will offer you general advice. If you need specific advice, we will be glad to help you. Our fee is \$250.00.

Occasionally, during contract negotiations, the buyer's lender requests clean copies and sometimes that request is made at the last minute. In those circumstances, you are responsible for the transport of those hard copies and will be given options for delivery.

We do not attend closing. If you feel that you need us to attend with you we will be glad to do that. Our fee is \$150.00.

Disclaimers

We have limits on what we can change on listings. All listings are templates which means that they have only a few fields that can be used in each category. You can however, change your text at anytime by visiting the client support website.

It can take up to 7 days for your listing to populate to all websites that the MLS(s) feed to.

We have no way of predicting how long it will take for the first buyer or agent to visit your home. You can rest assured that buyers are seeing your property online if you can find yourself online.

We do not notify you if a buyer has called our office about your home. We do however, do everything possible to have the buyer see your home if it is a match for them.

Some counties will not allow you to put your directional sign out. Please check your county sign ordinance, as you will be responsible for any sign fines.

You are responsible for the final outcome of your contract with a buyer. Please read the contract that you sign carefully.

We are not responsible for any closing delays or terminations of your contract with a buyer.

We may use your success story for marketing purposes.

If you withdraw your property from Duffy Realty and buyer buys your property that has seen it within 90 days after you withdraw, you will owe Duffy Realty .0034 of the sales price and the buyer agent commission if they have seen your property with a buyer's agent.

Seller hereby agrees to hold Listing Broker and its officers, employees, and agents harmless from, and not sue them for, any damages, costs, expenses, claims, actions, causes of action, or judgments (collectively the "Claims") incurred, suffered by, or claimed against Listing Broker as a result, directly or indirectly, of (a) any personal injury, death, or property damage, or for any other Claims that may be occasioned by any act or omission of Listing Broker, its officers, employees, or agents occurring in, on, or about the listed premises not caused by the gross negligence or intentional actions of Listing Broker, its employees or agents; and (b) any Claims against Seller or Listing Broker made by third persons not employees or agents of Listing Broker based on events not caused by the gross negligence or intentional actions of Listing Broker.

Optional Services and Their Fees

- List your home in the rental section of the GAMLS and FMLS - \$ 250.00 for a 6 month rental; \$100.00 to re-list in that section
- Early withdraw of listings from MLS(s) - \$30.00 per MLS
- Runner Fee - \$ 50.00
- Picture Update Fee - \$ 25.00
- Directional Sign - \$ 15.00 – pickup at office Monday – Friday 9 to 6
- Metal Yard Sign - \$ 35.00 – pickup at office Monday – Friday 9 to 6

- Get new listings inside 6-month listing period - \$ 100.00
- In person negotiation of your contract at our office - \$ 250.00 per hour charged on 1 hours basis

Fines

- Bad check fee - \$ 35.00
- Lockbox lost or damaged - \$ 150.00
- Directional sign fine by county - \$ Fine to you
- No front photo within 10 days - \$ 25.00 per day per MLS
- Pending sale without notification to Duffy Realty with confirmation received - \$25.00 per day per MLS

☐ Duffy Realty has a no refund policy.

☐ All parties agree that at the time of this contract, services have been rendered for advertising the property and that buyers are immediately being introduced to the property on FMLS, GAMLs and all other websites as they are feeding from the FMLS and GAMLs. You can remove your property from the GAMLs, FMLS and all other sites for a fee of \$60.00 at anytime but you will not be entitled to a refund of any portion the \$500.00 paid at the time of listing for any reason other than breach of the specific terms of this contract by Duffy Realty. Duffy Realty has a no refund policy.

☐ The FMLS Exclusive Agreement pertains to GAMLs as well.

☐ How did you hear about us? _____

☐ Where are you moving to? _____

Seller acknowledges that he has read, agrees to, and understands this agreement. By signing this agreement, Seller agrees to perform all of their responsibilities.

Seller Signature _____
Printed Names _____
Cell _____
Phone _____
Work _____
Phone _____
Fax _____
Email _____



Address if different from Listed:

Authorized Agent of Rhonda Duffy

Total Charged \$ _____ + the .0034 due at closing

Your credit card will be charged the above amount or any other fees as stated in this agreement should be not be able to reach you about the fees or fines. Your signature below constitutes permission.

Paid by: _____ exp _____ cvv _____

Auth: _____ ref: _____ cc sig _____