

Step by Step Checklist

VERY IMPORTANT FOR LEGAL COMPLIANCE- PLEASE READ



Please thoroughly read and refer to this step by step guide as you progress through the process of listing and selling your home.

1. THE LISTING FORMS

Print out the listing packet and fill in the forms as completely and clearly as you can.

Blanks where you aren't sure what to put, leave blank, some information we can look up for you.

Do not cross anything out or make changes to the Listing Agreement, if you have questions on it, call us in the office and we would be happy to clarify items for you.

SOC stands for Selling Office Commission. This is the commission you are offering to the Buyer's Agent. It cannot be a range or zero. We strongly recommend 3%.

Call to find out how you can get a free listing!

Marketing Comments are limited to 500 characters including spaces and punctuation.

Sign the forms and fax them back to the office at 425-493-6971.

2. PHOTOS

Email .jpg photos to photos@america-at-home.com. We can load up to 9, size of about 800 x 600 pixel works best.

3. KEYBOX

If you are **not** renting a keybox from us, please include with your listing forms a letter stating the following:

Your reason for not wanting a keybox

You have been advised of the advantages and disadvantages of placing this restriction on your listing

Your name, address, and *signature*

If you **are** renting a keybox from us:

Make sure to mark Keybox on the Service Selection Sheet, and provide a credit card.

When the box arrives, put a spare key in the keybox and attach it with a bicycle cable or padlock to a door handle, railing, or garage door where agents can see it.

4. SIGN (AND OPTIONAL SIGN POST)

Display only the America-At-Home Real Estate For Sale sign that we will mail to you. Any sign that says "for sale by owner" or that can be mistaken for a for sale by owner sign cannot be used, per MLS rules and regulations.

A wooden sign post with flyer box can be ordered on the Service Selection Sheet, or you can purchase a metal sign stand from Home Depot. Extra For Sale signs and directional arrow signs are also available and can be ordered if you need them.

5. SELLER'S DISCLOSURE (FORM 17)

We will mail you a Seller's Disclosure Form. This is an important legal requirement on all listings. Fill out in it's entirety, keep a copy for yourself, and fax us a copy at your earliest convenience. You will need to provide this form to interested parties when or before they make an offer. After you receive an offer and provide the buyer a copy, you will need to get their signature on the last page, and fax a copy of that signed page to us also.

Step by Step Checklist

6. FLYERS AND ADVERTISING

Keep in mind that once your house is listed in the MLS, it is no longer for sale by owner. The words "For Sale By Owner" cannot appear on your flyer or any advertising materials.

If you choose, once your listing is entered in our website, you may find it in the Featured Listings, and use our flyer format button to print flyers.



7. WHEN YOU GET AN OFFER

We are here to back you up, if you have any questions about an offer, call us **BEFORE** you sign anything.

Ask the Buyer for a pre-approval letter from their lender

Make sure the front page lists America-At-Home Real Estate as your Listing Office.

Earnest Money is an important indicator of a Buyer's commitment level, it should be an appropriate number in the ballpark of 2% of your home's price.

5. Purchase Price: \$191,500 and seller to pay up to 3% of buyers closing costs
 6. Earnest Money: (To be held by Selling Broker Closing Agent)
 Personal Check: \$500.00
 Note: \$
 Other (): \$
 7. Default: (check only one) Forfeiture of Earnest Money Seller's Election of Remedies
 Insurance Company: Title F Escrow

Once signed, fax us a copy of the entire Purchase & Sale Agreement and all addenda, we need this to update your listing's status in the MLS. Per MLS rules, we must have this within 24 hours.

8. INSPECTION

Typical inspection period is 10 days. Buyers will hire an inspector, and they may then ask for you to fix a few things. Once you come to an agreement and signed the Inspection Response Form, fax us a copy, again for compliance with MLS rules, we must update your status within 24 hours.

9. CLOSING

You must notify us when your sale closes so we can mark your listing SOLD in the MLS.

At closing or before, mail back to us our sign and keybox if you have one.

CONGRATULATIONS! You're done!

In most cases, your transaction will be just as smooth as this, and you will be able to handle the details yourself, but if you do have questions, that's what we're here for. Call us before you sign anything and we'll be glad to help. If you do happen to need help and want the assistance of a professional in negotiating a higher price, or if you just want to avoid possible legal pitfalls, consider purchasing one of our consulting options to walk you through the agreement, help you prepare a counter offer, or negotiate with the Buyer's Agent for you. Descriptions of what we offer can be found on the Service Selection Sheet. Also, now that you're ready to move, don't forget that your America-At-Home Agent can also be a valuable resource for you when it comes to shopping for your next home. If you would like for us to show you some homes and help you with your search, please don't hesitate to ask!

Thank you for choosing America-At-Home Real Estate.



AMERICA-AT-HOME
REAL ESTATE

NEW LISTING COVER SHEET

To: _____ (America-At-Home office fax: 425-493-6971)

From: _____

Best way to contact _____
(phone # or email)

Referred by/Listed with _____

Notes/Special Instructions: _____

EXCLUSIVE AGENCY SALE AND LISTING AGREEMENT

The undersigned Seller ("Seller") hereby grants to America-At-Home Real Estate, ("Broker")
from date hereof until midnight of _____, the sole and exclusive right to submit offers to purchase, and to receipt
for deposits in connection therewith, the real property ("the Property") commonly known as _____
in the City of _____, County of _____, State of Washington, Zip _____; and legally
Described as: LOT _____, BLOCK _____, DIVISION _____,
_____ VOL _____ PAGE _____

- 1. DEFENITIONS. For purposes of this Agreement: (a) "MLS" means the Northwest Multiple Listing Service; and (b) "sell" includes a contract to sell; an exchange or contract to exchange; an option to purchase; and/or a lease with option to purchase.
- 2. AGENCY/DUAL AGENCY. Seller Authorizes Broker to appoint _____ to act as Seller's Listing Agent(s). It is understood and agreed that this Agreement creates an agency relationship with Listing Agent(s) and Broker only, not with any other sales persons of Broker; provided, Seller authorizes Broker to appoint other salespersons affiliated with Broker as subagents to act on Seller's behalf as and when needed, at Broker's discretion. Any broker or salesperson, other than Broker or Listing Agent, who procures a prospective buyer for the Property will not be representing Seller and may represent the Buyer. Accordingly, for the purposes of this Agreement, the term "Broker" means Listing Agent(s) including any subagents and Listing Agent's Broker, Designated Broker or Branch Manager, unless expressly stated otherwise.
Seller agrees that if the Property is sold to a buyer represented by one of the Broker's salespersons other than Listing Agent(s), then Seller consents to Broker acting as a dual agent. Seller further agrees that if the Property is sold to a buyer who Listing Agent also represents, then Seller consents to Listing Agent(s) and Broker acting as dual agents. Seller agrees that different salespersons affiliated with Broker may represent different sellers in competing transactions involving the same buyer and that this shall not be considered action by Broker that is adverse or detrimental to the interests of either seller, nor shall it be considered a conflict of interest on the part of the Broker. Seller acknowledges receipt of the pamphlet entitled "The Law of Real Estate Agency."
If Broker acts as a dual agent, then Broker shall be entitled to the entire commission payable under this Agreement plus any additional compensation Broker may have negotiated with the Buyer.
- 3. COMMISSION. If (a) Broker procures a Buyer on the terms in this Agreement, or on other terms acceptable to Seller; or (b) Seller through any other real estate licensee, during the term hereof, sells the Property; then Seller will pay Broker a commission of (fill in one and strike the other) (____%) Listing Commission of the sales price, or (____%) to Buyer's Agent. Further, if Seller shall, within six months after the expiration of this Agreement, sell the Property to any person to whose attention it was brought through the signs, advertising or other action of Broker, or on information secured directly or indirectly from or through Broker, during the term of this Agreement, then Seller will pay Broker the above commission. Provided, that if a commission is paid to a member of MLS or cooperating MLS in conjunction with a sale, the amount of commission payable to Broker shall be limited to the amount of commission which would have been payable pursuant to this Agreement less any commission so paid to another member of MLS. Provided further, that if Seller cancels this Agreement without legal cause, Seller may be liable for damages incurred by Broker as a result of cancellation, regardless of whether Seller pays a commission to another MLS member.
- 4. KEYBOX. Broker is authorized to install a keybox on the Property. Such keybox may be opened by a master key held by all members of MLS and their salespeople. A master key also may be held by affiliated third parties such as inspectors and appraisers who cannot have access to the Property without Broker's prior approval which will not be given without Broker first making reasonable efforts to obtain Seller's approval.
- 5. SELLER'S WARRANTIES AND REPRESENTATIONS. Seller warrants that he/she has the right to sell the Property on the terms herein and that the Property information on the additional pages to this Agreement is correct. Further, Seller represents that to the best of Seller's knowledge, there are no structures or boundary indicators that either encroach on adjacent property or on this Property. Seller understands that Broker and other members of MLS will make representations to prospective buyers based on the Property information on the additional pages to this Agreement. Seller agrees to indemnify and hold Broker and other members of MLS harmless in the event the foregoing warranties and representations are incorrect.
- 6. CLOSING COSTS. Seller agrees to furnish and pay for a buyer's policy of title insurance showing marketable title to the Property. Seller agrees to pay real estate excise tax and one-half of any escrow fees or such portion of escrow fees and any other fees or charges as provided by law in the case of FHA or VA financed sale. Rent, taxes, interest, reserves, assumed encumbrances, homeowners fees and insurance are to be prorated between Seller and Buyer as of the date of closing.
- 7. MULTIPLE LISTING. Broker shall cause this listing to be published by MLS. Broker may refer this listing to any other cooperating multiple listing service at Broker's discretion. Broker shall cooperate with all other members of MLS, or of a multiple listing service to which this listing is referred, in working toward the sale of the Property. Regardless of whether a cooperating MLS member is the agent of the Buyer, the Seller, neither or both, the member shall be entitled to receive the selling office's share of the commission. SELLER UNDERSTANDS AND AGREES THAT THE PROPERTY INFORMATION ON THE ADDITIONAL PAGES OF THIS AGREEMENT WILL BE GIVEN TO PROSPECTIVE BUYERS AND TO OTHER COOPERTING MEMBERS OF MLS WHO DO NOT REPRESENT THE SELLER AND, IN SOME INSTANCES, MAY REPRESENT THE BUYER. IT IS UNDERSTOOD THAT MLS IS NOT A PARTY TO THIS AGREEMENT AND ITS SOLE FUNCTION IS TO FURNISH THE DESCRIPTIVE INFORMATION ON THE ADDITIONAL PAGES IF THIS LISTING TO ITS MEMBER, WITHOUT VERIFICATION AND WITHOUT ASSUMING ANY RESPONSIBILITY FOR SUCH INFORMATION OR IN RESPECT TO THIS AGREEMNT.
- 8. DISCLAIMER/SELLER'S INSURANCE. Neither Broker, MLS, nor any members of MLS or of any multiple listing service to which this listing is referred shall be responsible for loss, theft, or damage of any nature or kind whatsoever to the Property and/or to any personal property therein, including entry by the master key to keybox and/or at open houses. Seller is advised to notify Seller's insurance company that the Property is listed for sale and ascertain that the Seller has adequate insurance coverage. If the Property is to be vacant during all or part of the term of this listing, Seller should request that a "vacancy clause" be added to Seller's insurance policy.
- 9. BROKER'S RIGHT TO MARKET THE PROPERTY. Seller shall not commit any act which materially impairs Broker's ability to market and sell the Property under the terms of this Agreement. In the event of breach of the foregoing, Seller agrees to pay Broker a commission in the above amount, or at the above rate applied to the listing price herein, whichever is applicable. Broker shall be entitled to show the Property at all reasonable times. Broker nee not submit to Seller any offers to lease, rent, execute an option to purchase, or enter into any agreement other than for immediate sale of the Property.
- 10. SELLER DISCLOSURE STATEMENT. Unless Seller is exempt under RCW 64.06, Seller shall provide to Broker as soon as reasonable practicable a completed and signed "Seller Disclosure Statement" (W.A.R. Form D-5 or NWMLS Form 17). Seller agrees to indemnify, defend and hold Broker harmless from and against any and all claims that the information Seller provides on W.A.R. Form D-5 or NWMLS Form 17 is inaccurate.
- 11. DAMAGES IN THE EVENT OF BUYER'S BREACH. In the event Seller retains earnest money as liquidated damages on Buyer's breach, any costs advanced or committed by Broker on Seller's behalf shall be paid therefrom and the balance divided equally between Seller and Broker.
- 12. ATTORNEYS' FEES. In the event either party employs an attorney to enforce any terms of this Agreement and is successful, the other party agrees to pay reasonable attorneys' fees. In the event of trial, the successful party shall be entitles to an award of attorneys' fees and expenses; the amount of the attorneys' fees and expenses shall be fixed by the court. The venue of any suit shall be the county in which the property is located.

DATED THIS _____ DAY OF _____, _____ . Are the undersigned the sole owner(s) YES NO
BROKER (COMPANY) America-at-Home Real Estate SELLER _____
BY _____ SELLER _____

CONDOMINIUM Exclusive Listing Agreement (page 2 of 3)
LISTING INPUT SHEET

PROPERTY TYPE **2**

■ Indicates Required Information () Indicates Maximum Choice

LISTING #

• County • TAX ID#

7494 America-At-Home Real Estate

• Listing Office ID# (Listing Office Name & Phone No. incl. area code)

• LAG -Listing Agent ID# (Listing Agent Name & Phone No. incl. area code)

Co Listing Office ID# CoAgent - ID#

• Area • Community/District

• Street # (HSN) Modifier Direction

• Street Name Suffix Post Direction

Unit #

 -

• CITY • ZIP Code +4

• Map Book • Map Page

• Top Map Coord. • Side Map Coord. Show Map Link Y

• Listing Price

• Internet Advertising Y

Show Address to Public Y

• Primary Photo By Agent/Office

• Photographer Instructions

• SOC (Selling Off. Com.) Selling Office Commission Comment

• Number of Bedrooms • Total Bathrooms

ASF -Total Lot Size

• Year Built • Listing Date • Expiration Date

• School District (see Code List)

• Occupant Type (O-owner, V-vacant, T-tenant)

• Owner's Name • Owner's Phone

• Occupant's Name • Phone to Show

• Owner's City and State

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500) *(Limit of 500 Characters, including spaces)*

Confidential Agent-Only Remarks Comments in this category are for agent's use only. (250)

XA. Limited Service Broker. CALL SELLER DIRECTLY for questions, offers, and negotiation. Please remember to put Diane Webster down as LA. After mutual acceptance, fax to LO at 425-493-6971. We always assist our clients throughout transaction.

Legal Description. (100)

Driving Directions to Property. (125)

<p>LOCATION</p> <p>CO-OP </p> <p> </p> <p>Building/Complex Name </p>	<p>• Possession (3)</p> <p><input type="checkbox"/> Closing <input type="checkbox"/> Closing + 3 days</p> <p><input type="checkbox"/> Negotiable <input type="checkbox"/> Subj. to Tenant's Rights</p> <p><input type="checkbox"/> See Remarks</p> <p>• Showing Information (10)</p> <p><input type="checkbox"/> Appointment <input type="checkbox"/> Call Listing Office</p> <p><input type="checkbox"/> Day Sleeper <input type="checkbox"/> Gate Code Needed</p> <p><input type="checkbox"/> MLS Keybox <input type="checkbox"/> Other Keybox</p> <p><input type="checkbox"/> Owner-Call First <input type="checkbox"/> Pet in House</p> <p><input type="checkbox"/> Power Off <input type="checkbox"/> Renter-Call First</p> <p><input type="checkbox"/> Security System <input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> See Remarks</p> <p>• Form 17 </p>	<p>• Tax Year </p> <p>• Annual Taxes </p> <p>• Senior Exemption </p> <p>Owner Occupancy % </p> <p>Monthly Rent - if rented </p> <p>Homeowner Dues Incl (6)</p> <p><input type="checkbox"/> Cable TV <input type="checkbox"/> Central Hot Water</p> <p><input type="checkbox"/> Earthquake Ins. <input type="checkbox"/> Garbage</p> <p><input type="checkbox"/> Water/Sewer <input type="checkbox"/> See Remarks</p> <p>• Monthly Homeowner Dues </p>
<p>LISTING INFORMATION</p> <p>• Preliminary Title Ordered </p> <p> </p> <p>Manager & Phone No. </p> <p> </p> <p>Association Contact & Phone No. </p>		

Listing Address: _____

LAG # 25805

Special Assessment

Special Assessment Amount

Project Approved by FHA / VA

• Potential Terms (10)

<input type="checkbox"/> Assumable	<input type="checkbox"/> Cash Out
<input type="checkbox"/> Conventional	<input type="checkbox"/> Farm Home Loan
<input type="checkbox"/> FHA	<input type="checkbox"/> Lease/Purchase
<input type="checkbox"/> Owner Financing	<input type="checkbox"/> Rehab Loan
<input type="checkbox"/> State Bond	<input type="checkbox"/> VA
<input type="checkbox"/> Variable Price Listing	<input type="checkbox"/> See Remarks

• STYLE CODE

New Construction

Remodeled/Updated

Roof (3)

<input type="checkbox"/> Built-up	<input type="checkbox"/> Cedar Shake
<input type="checkbox"/> Composition	<input type="checkbox"/> Flat
<input type="checkbox"/> Metal	<input type="checkbox"/> Tile
<input type="checkbox"/> Torch Down	<input type="checkbox"/> See Remarks

Exterior (5)

<input type="checkbox"/> Brick	<input type="checkbox"/> Cement/Concrete
<input type="checkbox"/> Log	<input type="checkbox"/> Metal/Vinyl
<input type="checkbox"/> Stone	<input type="checkbox"/> Stucco
<input type="checkbox"/> Wood	<input type="checkbox"/> Wood Products
<input type="checkbox"/> See Remarks	

Square Footage Source

Window Coverings

Storage No.

Storage Location

Appliance Hookups (6)

<input type="checkbox"/> Cooking-Electric	<input type="checkbox"/> Cooking-Gas
<input type="checkbox"/> Dryer-Electric	<input type="checkbox"/> Dryer-Gas
<input type="checkbox"/> Ice Maker	<input type="checkbox"/> Washer

Appliances That Stay (10)

<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Double Oven
<input type="checkbox"/> Dryer	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Microwave	<input type="checkbox"/> Range/Oven
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Trash Compactor
<input type="checkbox"/> Washer	<input type="checkbox"/> See Remarks

No. of Full Bathrooms (1.0)

No. of 3/4 Bathrooms (.75)

No. of 1/2 Bathrooms (.5)

Total Number of Fireplaces

Type of Fireplace

SITE INFORMATION

View (5)

<input type="checkbox"/> Bay	<input type="checkbox"/> Canal
<input type="checkbox"/> City	<input type="checkbox"/> Golf Course
<input type="checkbox"/> Jetty	<input type="checkbox"/> Lake
<input type="checkbox"/> Mountain	<input type="checkbox"/> Ocean
<input type="checkbox"/> Partial	<input type="checkbox"/> River
<input type="checkbox"/> Sound	<input type="checkbox"/> Territorial
<input type="checkbox"/> See Remarks	

Lot Details (6)

<input type="checkbox"/> Alley	<input type="checkbox"/> Corner Lot
<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Curbs
<input type="checkbox"/> Dead End Street	<input type="checkbox"/> Open Space
<input type="checkbox"/> High Voltage Line	<input type="checkbox"/> Paved Street
<input type="checkbox"/> Private	<input type="checkbox"/> Sidewalk

Waterfront (5)

<input type="checkbox"/> Bank-High	<input type="checkbox"/> Bank-Low
<input type="checkbox"/> Bank-Medium	<input type="checkbox"/> No Bank
<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Bay
<input type="checkbox"/> Beach Rights	<input type="checkbox"/> Canal
<input type="checkbox"/> Creek	<input type="checkbox"/> Jetty
<input type="checkbox"/> Lake	<input type="checkbox"/> Ocean
<input type="checkbox"/> River	<input type="checkbox"/> Sound

Common Property Features (14)

<input type="checkbox"/> Age Restriction	<input type="checkbox"/> Laundry Room
<input type="checkbox"/> Athletic Court	<input type="checkbox"/> Lobby Entrance
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Moorage
<input type="checkbox"/> Club House	<input type="checkbox"/> Outside Entry
<input type="checkbox"/> Boat House	<input type="checkbox"/> Pool-Indoor
<input type="checkbox"/> Disabled Access	<input type="checkbox"/> Pool-Outdoor
<input type="checkbox"/> Elevator	<input type="checkbox"/> RV Parking
<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Sauna
<input type="checkbox"/> Fire Sprinklers	<input type="checkbox"/> Security Gate
<input type="checkbox"/> Game/Rec Rm	<input type="checkbox"/> Trails
<input type="checkbox"/> Hot Tub	<input type="checkbox"/> See Remarks

• Parking Types (4)

<input type="checkbox"/> Common Garage	<input type="checkbox"/> Uncovered
<input type="checkbox"/> Individual Garage	<input type="checkbox"/> None
<input type="checkbox"/> Carport	

No. of Assigned Parking Spaces

Parking Space Nos.

INTERIOR FEATURES

Leased Equipment

Water Heater (Type/Location)

• Energy Source (4)

<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas
<input type="checkbox"/> Oil	<input type="checkbox"/> Pellet
<input type="checkbox"/> Propane	<input type="checkbox"/> Wood
<input type="checkbox"/> See Remarks	

• Heating/Cooling (4)

<input type="checkbox"/> Baseboard	<input type="checkbox"/> Forced Air
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Insert
<input type="checkbox"/> Radiant	<input type="checkbox"/> Radiator
<input type="checkbox"/> Stove/Free Stdg	<input type="checkbox"/> Wall

Floor Covering (5)

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Concrete
<input type="checkbox"/> Fir/Softwood	<input type="checkbox"/> Hardwood
<input type="checkbox"/> Slate	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> See Remarks

Unit Features (11)

<input type="checkbox"/> Alarm System	<input type="checkbox"/> Balcony/Deck/Patio
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Disabled Access
<input type="checkbox"/> End Unit	<input type="checkbox"/> Ground Floor
<input type="checkbox"/> Insulated Windows	<input type="checkbox"/> Jetted Tub
<input type="checkbox"/> Master Bath	<input type="checkbox"/> Penthouse
<input type="checkbox"/> Skylights	<input type="checkbox"/> Top Floor
<input type="checkbox"/> Vaulted Ceiling	<input type="checkbox"/> Walk-in Closet
<input type="checkbox"/> Yard	

ROOM LOCATION (U for Upper, M for Main, L for Lower, S for Split, G for Garage)

Level (1)

Entry

Living Room

Dining Room

Kitchen with Eating Space

Kitchen

Master Bedroom

Bonus Room

Den/Office

Family Room

Utility Room

No. of Bedrooms U M L

No. of Full Baths U M L

No. of 3/4 Baths U M L

No. of 1/2 Baths U M L

No. of Fireplaces U M L

ADDITIONAL SITE INFORMATION

Floor No. of Unit

No. of Stories in Bldg.

No. of Units in Bldg.

No. of Units in Complex

UTILITY/SCHOOL

Elementary School

Junior High/Middle School

Senior High School

Bus Line Nearby

BUILDING INFORMATION

Cats/Dogs (3)

<input type="checkbox"/> Cats Only	<input type="checkbox"/> Dogs Only
<input type="checkbox"/> No Dogs or Cats	<input type="checkbox"/> No Restrictions
<input type="checkbox"/> Subj to Restrictions	<input type="checkbox"/> See Remarks

INITIALS:

Seller _____ Date _____ Seller _____ Date _____ Agent _____ Date _____



AMERICA-AT-HOME REAL ESTATE

SELLER'S AGREEMENT

THIS AGREEMENT OF UNDERSTANDING is between _____
Seller

and AMERICA-AT-HOME (AAH) dated _____ until home sells or seller cancels listing.
Listing Date

Re: the Flat Listing Fee program.

It is mutually understood that AAH acts in a limited way as your **Listing Broker**. The Seller/s agrees to show the property and/or have a lock box for agents to show the property, arrange and negotiate their own offers and inspections and organize their own closings. AAH will assist and support the Sellers with any questions or concerns by phone, fax or email throughout the transaction, but accepts no liability for errors or omissions.

For compliance reasons, the Seller/s agree to provide a signed copy of the Real Property Transfer Disclosure Statement, aka MLS Form 17 within seven (7) days of listing date to listing office by fax or mail. Seller/s also agree to keep listing office aware of the status of any offers presented, including all addendums, counter offers, etc, and to fax all paperwork to listing office within twenty four (24) hours of receipt of a signed-around agreement.

Seller/s agrees to display the real estate sign that is provided for their use in a prominent place in front of the house and to return this sign to listing office at Seller's expense at closing of the transaction or cancellation of the listing within seven (7) days. Seller/s understands that lock box, if requested, is on a rental basis and must be returned within seven (7) days upon closing or sooner at Seller's expense. It is mutually understood that Seller/s reserves the right to sell the property to a Buyer not represented by a member of the MLS, however Seller/s agrees to cease any and all advertising of the property using the term "for sale by owner."

THIS AGREEMENT shall be governed by the laws of the State of Washington. This agreement constitutes the entire agreement between the parties relating to the subject matter. This agreement supersedes all prior and contemporaneous agreements and Seller/s has not relied upon representations, oral or otherwise, not contained within this agreement.

THIS AGREEMENT may be terminated by either party upon written notice to the other by fax or mail to the above office address. Seller/s agrees to indemnify and hold Broker and its staff or affiliates, successors and agents harmless from any costs, damages or expenses (including reasonable attorneys' fees) resulting from any action arising out of or in connection with this agreement. Seller/s represents that they have the authority to enter this agreement without seeking the approval of any other party.

IN THE EVENT the listing is taken and prior to entry into the MLS you decide to cancel, there will be a \$100 cancellation fee. After entry into the MLS here is no refund.

Agreed to and Accepted by:

Broker

Seller

Date

Date

Seller

Date

Email Address: _____

AGENCY DISCLOSURE

Washington State law requires real estate licensees to disclose to all parties to whom the licensee renders real estate brokerage services whether the Licensee represents the Seller (or Lessor), the Buyer (or Lessee), both the Seller/Lessor and Buyer/Lessee, or neither. 1
2
3


YOU ARE ADVISED THAT THE UNDERSIGNED IS THE AGENT OF THE BUYER 4
UNLESS OTHERWISE STATED HERE: 5

THE UNDERSIGNED REPRESENTS: neither Seller nor Buyer, Seller represents self. 6

**THE UNDERSIGNED BUYER/LESSEE OR SELLER/LESSOR ACKNOWLEDGES RECEIPT OF A 7
COPY OF THE PAMPHLET ENTITLED "THE LAW OF REAL ESTATE AGENCY" 8**

BUYER _____ DATE _____ 9
(Signature)

BUYER _____ DATE _____ 10
(Signature)

SELLER  _____ DATE _____ 11
(Signature)

SELLER _____ DATE _____ 12
(Signature)

LICENSEE _____ 13
(Print/Type)

LICENSEE'S SIGNATURE _____ 14

COMPANY NAME AS LICENSED America-At-Home Real Estate 15
(Print/Type)