

Yourlgloo: Georgia MLS

**Instructions: for filling out the 3 page "Exclusive Seller Listing Agreement."
(Also referred as Exclusive Seller Brokerage Agreement)**

Numbers below reflect questions most frequently asked when filling out this document.

1. Fill in land lot, etc. from information found on your warranty deed. If you are missing this info, do not worry - just give me the street address, city, zip, etc. The last sentence you should enter the **six month listing period** you are signing up for. Note: all contracts are based on six months which is the maximum time that Yourlgloo has agreed to. Note: Your listing can be withdrawn at anytime during this six month period.
2. Insert the sales price \$ of your home.
- 4C. Write in: **Georgia MLS and First MLS**
5. The total commission the Seller agrees to pay in the first blank would be **three** percent. In the second blank place **3%** since this is what you willing to pay any broker who brings you a buyer. Purchase price **leave blank** since we do not know the final sales price yet. At the top of page two you are agreeing to pay a "selling" (or co-operating) broker **3%** for bringing you a buyer, so write **"3%"** in the first blank, put a **dash** in the second \$ blank since we do not know the final sales price yet. The last blank in this paragraph should be **"0"** days since we are not collecting a commission. **UNLESS:** Your home is priced higher than \$300,000.00 If so, you should write in **3.12%** The **.12%** fee is what the FMLS charges us.
8. First blank: Hopefully you have submitted a Sellers Property Disclosure Statement with all the documents you have sent to Yourlgloo. Second blank: Buyers today are very concerned about the presence of termites. If you have not already ordered a termite letter, you need to do so in a timely manner. Put **7-14 days** here. The sooner the better since anyone previewing your home wants to see the termite letter!
(Do not forget to fax us a copy of the termite letter to 678-417-1675).

At the bottom of page three simply sign your name and print it legibly underneath. Also print phone, fax, and address.

If you still have questions, please call Jack Stein at 678-474-4745 or our corporate at 877-657-4298 ext.104.