



FAQ'S after you are listed /SBOR

MLS listing process and your local Yourigloo Broker

Please fax all your completed paperwork to 561-353-4257. At the same time, email a photo to jen@yourigloo.com. 24-48 business hours after receipt, you will be listed on the MLS.

After listing your property, we will send you a copy of your MLS listing for review. Being listed with the wrong information can waste precious time when trying to sell your home so PLEASE make sure you look it over for any errors. If you need to make changes to your MLS listing after review, or in the future, please email jen@yourigloo.com or call 877-657-7211 ext 113.

REALTOR.COM

Your Realtor.com listing will show up 2 -5 business days after your MLS listing is complete. Errors on your Realtor.com listing such as the price, property description, photo, etc. may need to be corrected on the MLS. Please email corrections to jen@yourigloo.com or call the toll free number given above.

REALTOR.COM SHOWCASE Listing

ADDITIONAL EXPOSURE - If you would like to upgrade your listing to a "Showcase Listing" on Realtor.com for an additional charge, please fill out the attached Add-On form, or call us toll free at 877-657-7211 ext.113. The Showcase allows you 6 -25 photos, a scrolling banner, an extended description, and a link to your contact info. If you don't have a Showcase we cannot edit your Realtor.com listing in any way except by changing the MLS itself. Even with a Showcase listing only the description, headline, banner and photos are editable.

PHOTOS

You MUST send us a photo for your MLS listing. We will not list you without at least one photo as many MLS's fine us if we don't have a photo. The photo should be of the **front exterior** of your home, saved as a .jpg file, 640x480 pixels. **It should not include any for sale signs.**

Your basic listing package includes only ONE PHOTO on the MLS and Realtor.com. If you would like to add additional photos or upgrade to a Showcase, please fill out the Yourigloo ADD-ON FORM, or call us toll free 877-657-7211 ext.113 to discuss your options. Email your photo/s to jen@yourigloo.com. Include the property address in the subject line and your name and contact information in the body of the email. If you only have a hard copy, or a disk, you can mail it to us at Yourigloo.com, Inc. 23123 SR 7, Ste 350B, Boca Raton, FL 33428 with your name, property address and telephone number.

SIGNAGE

NOTE: If you are receiving a sign from the FSBO (For Sale By Owner) company that you originally paid. Please contact them for all sign questions. If you are required to use a Broker's sign (as in Ohio) Yourigloo signs are available with our brokerage name and toll free number as well as a place for you to post your own number. Using the broker's sign is recommended since FSBO signs can discourage buyer's agents from showing your property.

WHEN YOU HAVE AN OFFER

IMPORTANT - After obtaining a fully executed contract (signed by both buyer and seller), fax the contract pending form **and** a copy of the contract to 561-353-4257. This **MUST** be done **within 48 hours** per our Exclusive Agency Agreement, **whether your home was sold by owner or through a realtor, no exceptions, and fines could occur.** If there are any contingencies with the contract please follow instructions on the Contract Pending Form. Should your contract fall through, for any reason, contact us at once, so we may place you back on the market immediately.

IMPORTANT!! - WHAT TO DO AFTER CLOSING - IMPORTANT!!

CELEBRATE! Then **you MUST fax a copy of the fully executed HUD1 settlement statement to us** Within **24 hours** of closing. This is non-negotiable and part of your legally binding listing agreement. **Failure to do so WILL result in you being charged a non-compliance fee.**

Again thank you for choosing Yourigloo "The cool way to buy and sell real estate" Rev 10/07