

INSTRUCTION SHEET

In order to list your property on the MLS, we need the forms on the left side of the web page, your pics, and the online datasheet filled in and submitted. Email the completed forms to us at NYAdmin@RealmartRealty.com or print them out and fax to us at 845-225-7417.

NOTE: See instructions on webpage for how to open/fill in forms. Typing in your name is your acceptance of the forms in their entirety. **Once we have received everything (your forms, online data form, and pictures), we will complete your new MLS listing in 24-48 business hours, and send you a copy for your records and flyers.**

****Not following these directions will cause delays in your listing****

1. TERMS & EXPLANATIONS ADDENDUM

- Read Carefully - this explains the service, your responsibilities, etc.
- Sign and date.

2. SELLER LISTING AGREEMENT

- Fill in the Seller Name(s) EXACTLY as they are listed on your property's warranty deed /mortgage.
- Line 2 – Leave the listings dates blank, we will complete this for you upon listing.
- Section 4 refers to the Listing Broker fee. If you paid another company for our services then enter \$0 on first blank, and initial the second blank. If you purchased our package put in that amount.
- Section 5 refers to the Buyer's Agent fee. This is where you tell us how much you are willing to pay an agent if they procure a buyer for you. Minimum 2% (If you do not want to offer at least 2% we cannot list your property.)
- Page 3 Select Yes or No for Home Warranty (if you decide to offer one later that is fine.)
- Sign and date

3. AGENCY DISCLOSURE (This document is required by New York State)

- Print your name(s) on the line (I)/(We)___ above the signature area
- Print your name on the first blank regarding acknowledgement
- Sign the second line, and date

4. DISCLOSURE TO SELLER (Not required if condo or co-op)

- We are required by law to give you this form to educate you on the penalty if you do not fill in the four-page Property Condition Report (PCD) (which can be found on the right side of the forms webpage).
*This form (Disclosure to Seller) is required even if you complete and return the PCD.
- Sign and Date

5. LEAD PAINT FORM – Required if property built 1978 or before (Otherwise Not required)

- Fill in address at the top
- Select ONE item Under Seller section A & B (make sure the selections correspond)
- Sign and Date

6. DATA INPUT FORM

- Fill in this form ONLINE & answer questions to the best of your ability, complete all fields
- It is imperative that you post the correct square footage and taxes via your tax records
- Supply current taxes (for each type-County, School, Village-if any) w/ NO exemptions as required by the MLS
- When completed, hit submit and it will come to our inbox

7. PICTURES - MUST BE JPG – a Front Exterior Photo is REQUIRED as the first photo

- Quantity is based on the package you purchased – Additional pics can be purchased, contact for more info.
- Number the photo file in the order you want posted (Windows pc, right click file, select rename, and enter name) (Just 1,2,3 etc. is fine or you can label as 1-Front, 2-roomxx, 3-roomxx, etc.) Or we will post at our discretion.
- Landscaped pictures work best with MLS software & public sites. Panoramic photos are NOT allowed.
- **Photos MUST be 1024x768 minimum and 1920x1080 max – All photos will fit on one email when sized correctly.**
- Email to us as attachments at NYAdmin@RealmartRealty.com (We will not take photos from another site)

8. MISCELLANEOUS FORMS

- Forms on right side of page can be filled out (only those that are applicable) and emailed to us. You should keep and print copies to give to your potential buyers. MORE FORMS are available at <http://wiki.realmart.com/forms/> - Make sure to select NEW YORK.