

## EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT

This Exclusive Right to Sell Listing Agreement ("Agreement") is made on \_\_\_\_\_ ("Date") by and between \_\_\_\_\_ ("Seller") and (Insert Firm Name) Long & Foster Realtors® ("Broker").

1. **APPOINTMENT OF BROKER.** In consideration of the services provided by Broker and described in this Agreement, Seller hereby appoints Broker as Seller's sole and exclusive listing agent and grants Broker the exclusive right to sell the real property described below ("Property").

2. **PROPERTY.**

Street Address \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_, Virginia ZIP Code \_\_\_\_\_  
TAX Map/ID # \_\_\_\_\_  
Parking Space # \_\_\_\_\_ Storage Unit # \_\_\_\_\_ Mailbox # \_\_\_\_\_  
Historic District Designation \_\_\_\_\_

Legal Description:

- ☐ Lot/Block/Subdivision:  
Lot(s) \_\_\_\_\_ Block/Square \_\_\_\_\_ Section \_\_\_\_\_ Phase \_\_\_\_\_  
Subdivision or Condominium \_\_\_\_\_  
County/Municipality \_\_\_\_\_ Deed Book/Page # \_\_\_\_\_  
☐ Metes/Bounds: see attached description or survey.

MLS Description:

No. of Levels: \_\_\_\_\_ Basement: ☐ Yes ☐ No Basement Entrance Type: \_\_\_\_\_  
Basement Type: \_\_\_\_\_ Attic Type: \_\_\_\_\_  
Architectural Style: \_\_\_\_\_ Type of Exterior: \_\_\_\_\_  
Disability Access: ☐ Yes ☐ No

3. **NOTICES.** All notifications and amendments under this Agreement shall be in writing and shall be delivered using the contact information below.

**Seller**

Mailing Address: \_\_\_\_\_  
City, State, and ZIP Code: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Broker (Firm)**

Mailing Address: Long & Foster Realtors®  
City, State, and ZIP Code: 1910 William St Fredericksburg VA 22401  
Phone: (W) 540-371-5220 (Cell) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

4. **TERM OF AGREEMENT.** This Agreement shall run for the period commencing upon signature by all parties and expiring at 11:59 p.m. on \_\_\_\_\_ ("Listing Period"). If a sales contract for Property is ratified during Listing Period which provides for a settlement date beyond Listing Period, this Agreement shall be extended automatically until final disposition of the sales contract.

**5. LISTING PRICE.** Seller instructs Broker to offer Property for sale at a selling price of \$\_\_\_\_\_, or such other price as later agreed upon by Seller, which price includes Broker's compensation. (Note: Broker does not guarantee that Property will appraise or sell at the price stated herein, nor does Broker guarantee any net amount Seller might realize from the sale of Property).

**6. CONVEYANCES.**

**A. Personal Property and Fixtures.** Property includes the following personal property and fixtures, if existing: built-in heating and central air conditioning equipment, plumbing and lighting fixtures, sump pump, attic and exhaust fans, storm windows, storm doors, screens, installed wall-to-wall carpeting, window shades, blinds, window treatment hardware, smoke and heat detectors, TV antennas, exterior trees and shrubs.

Unless otherwise agreed to in writing, all surface or wall mounted electronic components/devices **DO NOT** convey.

If more than one of an item conveys, the number of items is noted. The items marked YES below are currently installed or offered:

Yes	No	#	Items	Yes	No	#	Items	Yes	No	#	Items
<input type="checkbox"/>	<input type="checkbox"/>	___	Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	___	Freezer	<input type="checkbox"/>	<input type="checkbox"/>	___	Satellite Dish
<input type="checkbox"/>	<input type="checkbox"/>	___	Built-in Microwave	<input type="checkbox"/>	<input type="checkbox"/>	___	Furnace Humidifier	<input type="checkbox"/>	<input type="checkbox"/>	___	Storage Shed
<input type="checkbox"/>	<input type="checkbox"/>	___	Ceiling Fan	<input type="checkbox"/>	<input type="checkbox"/>	___	Garage Opener	<input type="checkbox"/>	<input type="checkbox"/>	___	Stove or Range
<input type="checkbox"/>	<input type="checkbox"/>	___	Central Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	___	w/ remote	<input type="checkbox"/>	<input type="checkbox"/>	___	Trash Compactor
<input type="checkbox"/>	<input type="checkbox"/>	___	Clothes Dryer	<input type="checkbox"/>	<input type="checkbox"/>	___	Gas Log	<input type="checkbox"/>	<input type="checkbox"/>	___	Wall Oven
<input type="checkbox"/>	<input type="checkbox"/>	___	Clothes Washer	<input type="checkbox"/>	<input type="checkbox"/>	___	Hot Tub, Equip & Cover	<input type="checkbox"/>	<input type="checkbox"/>	___	Water Treatment System
<input type="checkbox"/>	<input type="checkbox"/>	___	Cooktop	<input type="checkbox"/>	<input type="checkbox"/>	___	Intercom	<input type="checkbox"/>	<input type="checkbox"/>	___	Window A/C Unit
<input type="checkbox"/>	<input type="checkbox"/>	___	Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	___	Playground Equipment	<input type="checkbox"/>	<input type="checkbox"/>	___	Window Fan
<input type="checkbox"/>	<input type="checkbox"/>	___	Disposer	<input type="checkbox"/>	<input type="checkbox"/>	___	Pool, Equip, & Cover	<input type="checkbox"/>	<input type="checkbox"/>	___	Window Treatments
<input type="checkbox"/>	<input type="checkbox"/>	___	Electronic Air Filter	<input type="checkbox"/>	<input type="checkbox"/>	___	Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	___	Wood Stove
<input type="checkbox"/>	<input type="checkbox"/>	___	Fireplace Screen/Door	<input type="checkbox"/>	<input type="checkbox"/>	___	w/ ice maker				

Other:

**B. As-Is Items.** Seller will not warrant the condition or working order of the following items and/or systems:

**C. As-Is Marketing.** Seller ☐ does **OR** ☐ does not authorize Broker to offer the entire Property in "As-Is" condition.

**D. Leased Items, Systems, and/or Service Contracts.** Any leased items, systems, or service contracts (including, but not limited to, termite or pest control, home warranty, fuel tanks, water treatment systems, lawn contracts, security system monitoring, and satellite contracts) **DO NOT CONVEY** absent an express written agreement by buyer and Seller. The following is a list of the leased items within Property:

7. **HOMEOWNER WARRANTY.** Seller has the option to purchase a homeowner warranty, which can be in effect during the Listing Period and will transfer to the buyer upon settlement. Seller should review the scope of coverage, exclusions and limitations.

Cost not to exceed \$ \_\_\_\_\_ Warranty provider to be \_\_\_\_\_

8. **UTILITIES.** (Check all that apply)

Hot Water: ☐ Oil ☐ Gas ☐ Electric ☐ Other \_\_\_\_\_ Number of Gallons \_\_\_\_\_

Air Conditioning: ☐ Oil ☐ Gas ☐ Electric ☐ Heat Pump ☐ Other \_\_\_\_\_ ☐ Zones \_\_\_\_\_

Heating: ☐ Oil ☐ Gas ☐ Electric ☐ Heat Pump ☐ Other \_\_\_\_\_ ☐ Zones \_\_\_\_\_

Water Supply: ☐ Public ☐ Private Well ☐ Community Well

Sewage Disposal: ☐ Public ☐ Septic Approved for \_\_\_\_\_ Bedrooms

Type of Septic System: ☐ Community ☐ Conventional ☐ Alternative ☐ Experimental

Section 32.1-164.1:1 of the Code of Virginia requires Seller to disclose whether the onsite septic system serving Property is operating under a waiver of repair and/or maintenance requirements imposed by the State Board of Health. If the septic system is operating pursuant to a waiver, then Seller must provide the buyer with the "Disclosure Regarding Validity of Septic System Permit" prior to contract ratification. Such waiver is not transferable to the buyer.

Seller represents that the septic system ☐ is **OR** ☐ is not operating under a waiver from the State Board of Health.

9. **BROKER DUTIES.** Broker shall perform, and Seller hereby authorizes Broker to perform, the following duties. In performing these duties, Broker shall exercise ordinary care, comply with all applicable laws and regulations and treat all parties honestly.

A. Broker shall protect and promote the interests of Seller and shall provide Seller with services consistent with the standards of practice and competence that are reasonably expected of licensees engaged in the business of real estate brokerage. Seller acknowledges that Broker is bound by the bylaws, policies and procedures, and rules and regulations governing the Multiple Listing Service (MLS), the Code of Ethics of the National Association of REALTORS®, the Code of Virginia, and the Regional Rules and Regulations for the electronic lockbox system.

B. Broker shall use reasonable efforts and act diligently to seek buyers for Property at the price and terms stated herein or otherwise acceptable to Seller, to negotiate on behalf of Seller, to establish strategies for accomplishing Seller's objectives, to assist in satisfying Seller's contractual obligations, and to facilitate the consummation of the sale of Property.

C. Broker shall market Property, at Broker's discretion, including without limitation, description, interior and exterior photographs in appropriate advertising media, such as publications, mailings, brochures and internet sites; provided, however, Broker shall not be obligated to continue to market Property after Seller has accepted an offer.

D. Broker shall present all written offers or counteroffers to and from Seller in a timely manner, even if Property is subject to a ratified contract of sale, unless otherwise instructed by Seller in writing.

E. Broker shall not continue to market, show and/or permit showings after Property is subject to a ratified contract of sale, unless otherwise instructed by Seller in writing.

F. Broker shall account, in a timely manner, for all money and property received in trust by Broker, in which Seller has or may have an interest.

G. Broker shall show Property during reasonable hours to prospective buyers and shall accompany or accommodate, as needed, other real estate licensees, their prospective buyers, inspectors, appraisers, exterminators and other parties necessary for showings and inspections of Property, to facilitate and/or consummate the sale of Property.

**Broker agrees that the showing instructions to be shared in the MLS with other real estate licensees and their prospective buyers are as follows:** \_\_\_\_\_

Broker ☐ shall **OR** ☐ shall not install an electronic lockbox on Property to allow access and showings by persons who are authorized to access Property.

H. Broker ☐ shall **OR** ☐ shall not install "For Sale" signs on Property, as permitted. Seller is responsible for clearly marking the location of underground utilities, equipment or other items that may be damaged by the placement of the sign.

## 10. MARKETING/MLS/INTERNET ADVERTISING.

A. ☐ Seller authorizes **OR** ☐ Seller does not authorize Broker to market Property via the Multiple Listing Service ("MLS").

- 1) **If Seller authorizes Broker to market Property in MLS**, Broker shall disseminate, via MLS, information regarding Property, including listing price(s), final sales price, all terms, and all status updates during and after the expiration of this Agreement. Broker shall enter the listing information into MLS ☐ within three (3) business days of commencement of the Listing Period **OR** ☐ on or before: \_\_\_\_\_. In either event, Broker shall enter the listing information into MLS within one (1) business day of Public Marketing of Property. "Public Marketing" includes, but is not limited to, displaying flyers in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including internet data exchanges and virtual office websites), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.
- 2) **If Seller does not authorize Broker to market Property via MLS**, Broker shall instead market Property as an Office Exclusive Listing. "Office Exclusive Listing" means any listing Seller has prohibited Broker from Public Marketing. For each Office Exclusive Listing, Seller shall sign and deliver concurrently with this Agreement a "Waiver of Broker Submission to MLS" form or other acceptable certification that Seller does not authorize Broker to Publicly Market the listing via MLS or otherwise. Broker shall submit such waiver or other certification to MLS within three (3) business days of execution of this Agreement.

B. ☐ Seller authorizes **OR** ☐ Seller does not authorize Broker marketing Property through MLS to also make listing data available to third party websites. Seller understands that the listing data may get disseminated to third party websites through means other than MLS regardless of the selection above. Seller acknowledges that the accuracy of the listing data is controlled by the third-party websites and is outside of Broker's control. The parties agree and understand that third party websites include: 1) Broker's internet website; 2) the internet websites of licensed real estate salespersons or associate real estate brokers affiliated with Broker or other brokers participating in MLS; 3) any other internet websites (such as syndicated websites) in accordance with applicable MLS rules and regulations; and/or 4) printed media.

C. In the event Seller has opted into marketing Property in the MLS in subparagraph A above, Broker is hereby authorized by Seller to submit and market Property as follows:

- ☐ Seller authorizes **OR** ☐ Seller does not authorize the display of Property address on any internet website. In the event Seller does not authorize the display of the property address, only the ZIP code will be displayed.
- ☐ Seller authorizes **OR** ☐ Seller does not authorize the display of unedited comments or reviews of Property (or display a hyperlink to such comments or reviews) on MLS participants' internet websites. This provision does not control the display of such comments on third-party websites such as syndicated websites.
- ☐ Seller authorizes **OR** ☐ Seller does not authorize the display of an automated estimate of the market value of Property (or a hyperlink to such estimate) on MLS participants' internet websites. This provision does not control the display of such estimated value of Property on third-party websites such as syndicated websites.

D. ☐ Seller authorizes **OR** ☐ Seller does not authorize Broker to list Property under "coming soon" status in MLS. If Seller authorizes Broker to list Property under "coming soon" status in MLS, Broker shall list Property under "coming soon" status in MLS ☐ within three (3) business days of commencement of the Listing Period **OR** ☐ on or before: \_\_\_\_\_. Property may be listed in the MLS under "coming soon" status for no more than 21 days from the date the listing is entered in MLS. Broker may engage in pre-marketing activities prior to the date that Property is entered in MLS under "active" status including, but not limited to: 1) placing a "coming soon" sign on Property; 2) notifying agents with other firms that Property is "coming soon"; and 3) placing advertisements and conduct other pre-marketing activities at Broker's discretion. Broker shall not show Property to prospective buyers or tenants and/or their agents while under "coming soon" status.

E. During the term of this Agreement, Seller may, by written notice to Broker, authorize Broker to enable or disable use of any feature as described above. Broker agrees to update MLS database accordingly.

## 11. TYPES OF REAL ESTATE REPRESENTATION - DISCLOSURE AND INFORMED CONSENT.

**Seller representation** occurs by virtue of this Agreement with Seller's consent to use Broker's services and may also include any cooperating brokers who act on behalf of Seller as subagent of Broker. (Note: Broker may assist a buyer or prospective buyer by performing ministerial acts that are not inconsistent with Broker's duties as Seller's listing agent under this Agreement.)

**Buyer representation** occurs when buyers contract to use the services of their own broker (known as a buyer representative) to act on their behalf.

**Designated representation** occurs when a buyer and seller in one transaction are represented by different sales associate(s) affiliated with the same broker. Each of these sales associates, known as a designated representative, represents fully the interests of a different client in the same transaction. Designated representatives are not dual representatives if each represents only the buyer or only the seller in a specific real estate transaction. In the event of designated representatives, each representative shall be bound by client confidentiality requirements, set forth in the CONFIDENTIAL INFORMATION paragraph. The broker remains a dual representative.

☐ Seller does not consent to designated representation and does not allow Property to be shown to a buyer represented by this Broker through another designated representative associated with the firm  
**OR**

☐ Seller consents to designated representation and allows Property to be shown to a buyer represented by this Broker through another designated representative associated with the firm.

**Dual representation** occurs when the same broker and the same sales associate represent both the buyer and seller in one transaction. In the event of dual representation, the broker shall be bound by confidentiality requirements for each client, set forth in the CONFIDENTIAL INFORMATION paragraph.

☐ Seller does not consent to dual representation and Seller does not allow Property to be shown to a buyer represented by this Broker through the same sales associate. **OR**

☐ Seller consents to dual representation and allows Property to be shown to a buyer represented by this Broker through the same sales associate.

**An additional disclosure is required before designated or dual representation is to occur for a specific transaction.**

Broker shall notify other real estate licensees via MLS whether Seller consents to designated or dual representation.

## 12. BROKER COMPENSATION.

**A. Payment.** Seller shall pay Broker in cash total compensation of \_\_\_\_\_ (“Compensation”) if, during the term of this Agreement, anyone produces a buyer ready, willing and able to buy Property.

Compensation is also earned if, within \_\_\_\_\_ 30 \_\_\_\_\_ days after the expiration or termination of this Agreement, a contract is ratified with a ready, willing, and able buyer to whom Property had been shown during the term of this Agreement; provided, however, that Compensation need not be paid if a contract is ratified on Property while Property is listed with another real estate company.

**B. Cooperating Broker.** Broker shall make a blanket unilateral offer of cooperation and compensation to other brokers in any MLS that Broker deems appropriate. To that end, Broker shall offer a portion of Compensation to the cooperating broker as indicated:

Buyer Agency Compensation: \_\_\_\_\_ **OR**

Other Compensation: \_\_\_\_\_ N/A \_\_\_\_\_

*Note: Compensation may be shown by a percentage of the gross selling price, a definite dollar amount or “N” for no compensation.*

*Broker’s compensation and the sharing of compensation between brokers are not fixed, controlled, recommended or suggested by any multiple listing service or association of REALTORS®.*

**C. Variable Rate Commission.** If applicable, the Broker and Seller agree to a variable rate commission to be paid as follows: \_\_\_\_\_.

**D. Retainer Fee.** Broker acknowledges receipt of a retainer fee in the amount of \_\_\_\_\_ which ☐ shall **OR** ☐ shall not be subtracted from Compensation. The retainer fee is non-refundable and is earned when paid.

**E. Early Termination.** In the event Seller wishes to terminate this Agreement prior to the end of Listing Period, without good cause, Seller shall pay Broker \_\_\_\_\_ before Broker's execution of a written release.

**13. CONFIDENTIAL INFORMATION.** Broker shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by Seller which were obtained by Broker during the brokerage relationship, unless Seller consents in writing to the release of such information or as otherwise provided by law. The obligation of Broker to preserve confidential information continues after termination of the brokerage relationship. Information concerning latent material defects about Property is not considered confidential information.

**14. AUTHORIZATION TO DISCLOSE OTHER OFFERS.** In response to inquiries from buyers or cooperating brokers, Broker may not disclose, without Seller's authorization, the existence of other written offers on Property. If Seller does give such authorization, Seller acknowledges that Broker and sales associate(s) must disclose whether the offers were obtained by the listing agent, another member of the listing Broker's firm, or by a cooperating broker.

Seller ☐ does **OR** ☐ does not authorize Broker and sales associate(s) to disclose such information to buyers or cooperating brokers.

**15. COMPLIANCE WITH FAIR HOUSING LAWS.** Property shall be shown and made available without regard to race, color, religion, sex, handicap, familial status, or national origin as well as all classes protected by the laws of the United States, the Commonwealth of Virginia, and applicable local jurisdictions, or by the REALTOR® Code of Ethics.

**16. RELOCATION PROGRAM.** Seller is participating in any type of relocation program:

☐ Yes **OR** ☐ No

If "Yes": (a) the program is named: \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Information \_\_\_\_\_ and

(b) terms of the program are: \_\_\_\_\_

If "No" or if Seller has failed to list a specific employee relocation program, then Broker shall have no obligation to cooperate with or compensate any undisclosed program.

**17. CONDOMINIUM ASSOCIATION.** Seller represents that Property ☐ is **OR** ☐ is not located within a development which is a Condominium or Cooperative. Condominiums or Cooperatives being offered for sale are subject to the receipt by buyers of the required disclosures, and Seller is responsible for payment of appropriate fees and for providing these disclosure documents to prospective buyers as prescribed in the Condominium Act, Section 55.1-1900, et seq., and the Cooperative Act, Section 55.1-2100, et seq., of the Code of Virginia.

☐ Seller **OR** ☐ Broker shall order the association disclosure documents at Seller's expense  
☐ at the time of listing **OR** ☐ within 3 days following the date of contract ratification **OR** ☐

The Condominium or Cooperative dues are \$ \_\_\_\_\_ per \_\_\_\_\_  
(frequency of payment).

Special Assessment \$ \_\_\_\_\_ for \_\_\_\_\_

Condominium or Cooperative Association Name: \_\_\_\_\_

Management Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Seller represents that Seller ☐ is **OR** ☐ is not current on all condominium association dues and/or special assessments.

**18. PROPERTY OWNERS' ASSOCIATION.** Seller represents that Property ☐ is **OR** ☐ is not located within a development(s) which is subject to the Virginia Property Owners' Association Act, Section 55.1-1800, et seq., of the Code of Virginia. If Property is within such a development, Seller is responsible for payment of the appropriate fees and for providing these disclosure documents to the buyers.

☐ Seller **OR** ☐ Broker shall order the association disclosure documents at Seller's expense  
☐ at the time of listing **OR** ☐ within 3 days following the date of contract ratification **OR** ☐

\_\_\_\_\_.  
The Property Owners' Association dues are \$ \_\_\_\_\_ per \_\_\_\_\_  
(frequency of payment).

Special Assessment \$ \_\_\_\_\_ for \_\_\_\_\_

Property Owners' Association Name: \_\_\_\_\_

Management Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Seller represents that Seller ☐ is **OR** ☐ is not current on all property owners' association dues and/or special assessments.

**19. PROPERTY CONDITION.** Seller acknowledges that Broker has informed Seller of Seller's rights and obligations under the Virginia Residential Property Disclosure Act. Property ☐ is **OR** ☐ is not exempt from the Act. If not exempt, Seller has completed and provided to Broker a Residential Property Disclosure Statement, or any other applicable disclosures as may be required.

Seller acknowledges Broker is required to disclose to prospective buyers all material adverse facts pertaining to the physical condition of Property actually known by Broker. Broker shall not, however, be obligated to discover latent defects in Property or to advise on property condition matters outside the scope of Broker's real estate license. Seller shall indemnify, save, and hold Broker harmless from all claims, complaints, disputes, litigation, judgments and attorney's fees arising from any incorrect information supplied by Seller or from Seller's failure to disclose any material adverse facts.

**20. LEAD-BASED PAINT DISCLOSURE.** Seller represents that the residential dwelling(s) at Property ☐ were **OR** ☐ were not constructed before 1978. If the dwelling(s) were constructed before 1978, Seller is subject to federal law concerning disclosure of the possible presence of lead-based paint at Property, and Seller acknowledges that Broker has informed Seller of Seller's obligations under the law. If the dwelling(s) were constructed before 1978, unless exempt under 42 U.S.C. 4852(d), Seller has completed and provided to Broker the form, "Sale: Disclosure And Acknowledgment Of Information On Lead-Based Paint And/Or Lead-Based Paint Hazards" or equivalent form.

**21. CURRENT LIENS.** Seller represents to Broker that the below information is true and complete to the best of Seller's information, knowledge, and belief and Seller understands that any loans identified below will be paid off at Settlement: *(Check all that are applicable)*

A. ☐ Property is not encumbered by any mortgage or deed of trust *(if box is checked, skip to G).*

B. ☐ Property is security for a first mortgage or deed of trust loan held by (Lender Name):

\_\_\_\_\_ with an approximate balance of \$ \_\_\_\_\_. This loan is a ☐ Conventional OR ☐ FHA or ☐ VA or ☐ \_\_\_\_\_.

C. ☐ Property is security for a second mortgage or deed of trust loan held by (Lender Name): \_\_\_\_\_ with an approximate balance of \$ \_\_\_\_\_.

D. ☐ Property is security for a line of credit or home equity line of credit held by (Lender Name): \_\_\_\_\_ with an approximate balance of \$ \_\_\_\_\_.

E. ☐ Seller is current on all payments for the loans identified above.

F. ☐ Seller is not in default and has not received any notice(s) from the holder(s) of any loan identified above, or from any other lien holder of any kind, regarding a default under any loan, threatened foreclosure, notice of foreclosure, or the filing of foreclosure.

G. ☐ There are no liens secured against Property for federal, state, or local income taxes; unpaid real property taxes; or unpaid condominium or homeowners' association fees or special assessments.

H. ☐ There are no judgments against Seller (including each owner for jointly held property). Seller has no knowledge of any matter that might result in a judgment that may potentially affect Property.

I. ☐ Seller has not filed for bankruptcy protection under Federal law and is not contemplating doing so during the term of this Agreement.

In the event Property is encumbered by a loan, Seller further agrees that Seller shall promptly disclose the name and contact information for the lender and account number to the Settlement Agent identified in a contract for the sale of the Property.

During the term of this Agreement, should any change occur with respect to answers A. through I. above, Seller shall immediately notify Broker and sales associate/listing agent, in writing, of such change.

**22. SELLER FINANCING.** Seller ☐ does **OR** ☐ does not agree to offer seller financing by providing a \_\_\_\_\_ deed of trust loan in the amount of \$ \_\_\_\_\_ with further terms to be negotiated.

**23. CLOSING COSTS.** Fees for the preparation of the deed of conveyance, that portion of the settlement agent's fee billed to Seller, costs of releasing existing encumbrances, Seller's legal fees, Grantor's Tax, and any other proper charges assessed to Seller will be paid by Seller unless provided otherwise in the sales contract.

The "Seller's Estimated Cost of Settlement" form ☐ is **OR** ☐ is not attached. These estimates are for informational purposes only and will change based upon the terms and conditions of the purchase offer.

**Seller's Proceeds:** The Seller acknowledges that Seller's proceeds may not be available at the time of settlement. The receipt of proceeds may be subject to Section 55.1-903 of the Code of Virginia, commonly referred to as the **Virginia Wet Settlement Act**, and may be subject to other laws, rules and regulations (e.g. Virginia estate statutes and the **Foreign Investment in Real Property Tax Act - FIRPTA**).

**Seller is advised to seek legal and/or financial advice concerning these matters.**

**24. IRS/FIRPTA.** Section 1445 of the Internal Revenue Service (IRS) Code may require a buyer or the settlement agent to report the gross sales price, Seller's federal tax identification number and other

required information to the IRS. Seller shall provide to a buyer or the settlement agent such information upon request. In certain situations, the IRS requires a percentage of the sales price to be withheld from Seller's proceeds if Seller is a Foreign Person as defined by FIRPTA.

Seller ☐ is **OR** ☐ is not a "Foreign Person" as defined by FIRPTA.

## 25. SELLER DUTIES.

**A. Seller Representations and Warranties.** Seller is aware that Seller may be responsible for failing to disclose information and/or misrepresenting the condition of Property. Seller certifies the accuracy of the information provided to the Listing Broker and Seller warrants:

- 1) Seller has capacity to convey good and marketable title to Property by general warranty deed and represents that Property is insurable by a licensed title insurance company with no additional risk premium.
- 2) Seller is not a party to a listing agreement with another broker for the sale, exchange, or lease of Property.
- 3) No person or entity has the right to purchase, lease or acquire Property, by virtue of an option, right of first refusal or otherwise.
- 4) Seller ☐ is **OR** ☐ is not a licensed (active/inactive) real estate agent/broker.
- 5) Seller ☐ has **OR** ☐ has no knowledge of the existence, removal or abandonment of any underground storage tank on Property.
- 6) Property ☐ is **OR** ☐ is not tenant-occupied.
- 7) Seller ☐ has **OR** ☐ does not have a recording system in Property. In the event Seller has a recording system in Property which records audio, Seller understands that recording of audio may result in violation of state and/or federal wiretapping laws. Therefore, Seller hereby releases and holds harmless Broker, Broker's designated agents, sub-agents, sales associates and employees from any liability which may result from the recording of audio in Property.

**B. Access to Property.** Seller shall provide keys to Broker for access to Property to facilitate Broker's duties under this Agreement. Seller shall allow Broker's unlicensed assistants in Property to perform ministerial acts as defined by 18VAC135-20-165.

If Property is currently tenant-occupied, Seller shall provide Broker with any current lease documents and contact information for current tenant and shall use best efforts to obtain the full cooperation of current tenants, in connection with showings and inspections of Property.

### C. Seller Assumption of Risk.

- 1) Seller retains full responsibility for Property, including all utilities, maintenance, physical security and liability until title to Property is transferred to buyer. Seller is advised to take all precautions for safekeeping of valuables and to maintain appropriate property and liability insurance through Seller's own insurance company.

Broker is not responsible for the security of Property or for inspecting Property on any periodic basis. If Property is or becomes vacant during the Listing Period, Seller is advised to notify Seller's homeowner's insurance company and request a "Vacancy Clause" to cover Property.

- 2) In consideration of the use of Broker's services and facilities and of the facilities of any MLS, Seller and Seller's heirs and assigns hereby release Broker, Broker's designated agents, sub-agents, sales associates and employees, any MLS and the directors, officers and employees thereof, including officials of any parent Association of REALTORS®, except for malfeasance

on the part of such parties, from any liability to Seller for vandalism, theft or damage of any nature whatsoever to Property or its contents that occurs during the Listing Period. Seller waives any and all rights, claims and causes of actions against them and holds them harmless for any property damage or personal injury arising from the use or access to Property by any persons during Listing Period.

## **26. MISCELLANEOUS PROVISIONS.**

**A. Appropriate Professional Advice.** Broker can counsel on real estate matters, but if Seller desires legal advice, Seller is advised to seek legal counsel. Seller is advised further to seek appropriate professional advice concerning, but not limited to, the condition of Property or tax and insurance matters.

**B. Service Provider Referrals.** Broker or one of Broker's sales associates may refer a service provider to assist Seller in this transaction. This referral is not an endorsement, guarantee or warranty as to the quality, cost and/or timeliness of the services to be provided. Seller is advised to independently investigate all options for service providers and consider whether any service provider will work effectively with Seller. Seller is free to reject any referred service provider for any or no reason.

**C. Wire Fraud.** Seller should never transmit nonpublic personal information, such as credit or debit card, bank account or routing numbers, by email or other unsecured electronic communication. There are numerous e-mail phishing scams that involve fraudulent requests to wire funds in conjunction with a real estate transaction. If Seller receives any electronic communication directing the transfer of funds or to provide nonpublic personal information, even if that electronic communication appears to be from a representative of Broker, do not respond. Such requests, even if they may otherwise appear to be from Broker, could be part of a scheme to defraud Seller by misdirecting the transfer of sale proceeds or using Seller's identity to commit a crime. If Seller should receive wiring instructions via electronic means that appear to be from a legitimate source involved in Seller's real estate transaction, Seller should verify - using contact information other than that provided in the communication - that the instructions were sent by an actual representative of the requesting company. Conversely, if Seller has provided wiring instructions to a third party, it is important to confirm with the representative of said company that the wire instructions are not to be substituted without Seller's verified written consent. When wiring funds, never rely exclusively on an e-mail, fax or text communication.

**D. Subsequent Offers After Contract Acceptance.** After a sales contract has been ratified on Property, Broker recommends Seller obtain the advice of legal counsel prior to acceptance of any subsequent offer.

**E. Governing Law.** The laws of the Commonwealth of Virginia shall govern the validity, interpretation, and enforcement of this Agreement.

**F. Binding Agreement.** This Agreement will be binding upon the parties, and each of their respective heirs, executors, administrators, successors and permitted assigns. The provisions hereof will survive the sale of Property and will not be merged therein. This Agreement, unless amended in writing by the parties, contains the final and entire agreement and the parties will not be bound by any terms, conditions, oral statements, warranties or representations not herein contained.

**27. ATTORNEYS' FEES.** If any Party breaches this Agreement and a non-breaching Party retains legal counsel to enforce its rights hereunder, the non-breaching Party shall be entitled to recover against the breaching Party, in addition to any other damages recoverable against any breaching Party, all of its reasonable Legal Expenses incurred in enforcing its rights under this Agreement, whether or not suit is filed, and in obtaining, enforcing and/or defending any judgment related thereto. Should any tribunal of competent jurisdiction determine that more than one Party to the dispute has breached this Agreement, then all such breaching Parties shall bear their own costs. However, if the tribunal determines that one or more of the Parties is a "Substantially Prevailing Party," any such Substantially Prevailing Party shall be entitled to recover from any of the breaching Parties, in addition to any other damages recoverable against any breaching Party, all of its reasonable Legal Expenses incurred in enforcing its rights under this Agreement, whether or not suit is filed, and in obtaining, enforcing and/or defending any judgment related thereto. "Party" as used in this paragraph includes any third-party beneficiary identified herein. "Legal Expenses" as used in this paragraph includes attorneys' fees, court costs, and litigation expenses, if any, including, but not limited to, expert witness fees, and court reporter fees.

**28. ADDITIONAL TERMS.**

\_\_\_\_\_/\_\_\_\_\_  
Date Seller Date Broker/Sales Manager

\_\_\_\_\_/\_\_\_\_\_  
Date Seller

\_\_\_\_\_/\_\_\_\_\_  
Date Seller

\_\_\_\_\_/\_\_\_\_\_  
Date Seller

\*\*\*\*\*

**Sales Associate Contact Information**

Sales Associate (Listing Agent): \_\_\_\_\_  
Team Name (if applicable): \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Supervising Broker Contact Information**

Broker Name: Kevin McGrath  
Phone: (W) 540-371-5220 (Cell) 540-604-1843  
Email: fredva@LNF.com Fax: \_\_\_\_\_

© 2019 Northern Virginia Association of REALTORS®, Inc.



This is a suggested form of the Northern Virginia Association of REALTORS®, Inc. ("NVAR"). This form has been exclusively printed for the use of REALTOR® members of NVAR, who may copy or otherwise reproduce this form in identical form with the addition of their company logo. Any other use of this form by REALTOR® members of NVAR, or any use of this form whatsoever by non-members of NVAR is prohibited without the prior written consent of NVAR. Notwithstanding the above, no REALTOR® member of NVAR, or any other person, may copy or otherwise reproduce this form for purposes of resale.



## RESIDENTIAL PROPERTY DISCLOSURE STATEMENT

### ACKNOWLEDGEMENT BY SELLER AND PURCHASER

The Virginia Residential Property Disclosure Act (§ 55.1-700 et seq. of the *Code of Virginia*) requires the owner of certain residential real property—whenever the property is to be sold or leased with an option to buy—to provide notification to the purchaser of disclosures required by the Act and to advise the purchaser that the disclosures are listed on the Real Estate Board webpage.

Certain transfers of residential property are excluded from this requirement (see § 55.1-702).

PROPERTY ADDRESS/  
LEGAL DESCRIPTION: \_\_\_\_\_

The purchaser is advised of the disclosures listed in the RESIDENTIAL PROPERTY DISCLOSURE STATEMENT located on the Real Estate Board webpage at:  
[http://www.dpor.virginia.gov/Consumers/Residential\\_Property\\_Disclosures](http://www.dpor.virginia.gov/Consumers/Residential_Property_Disclosures)

**The owner(s) hereby provides notification** as required under the Virginia Residential Property Disclosure Act (§ 55.1-700 et seq. of the *Code of Virginia*) and, if represented by a real estate licensee as provided in § 55.1-712, further acknowledges having been informed of the rights and obligations under the Act.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**The purchaser(s) hereby acknowledges receipt of notification** of disclosures as required under the Virginia Residential Property Disclosure Act (§ 55.1-700 et seq. of the *Code of Virginia*). In addition, if the purchaser is (i) represented by a real estate licensee or (ii) not represented by a real estate licensee but the owner is so represented as provided in § 55.1-712, the purchaser further acknowledges having been informed of the rights and obligations under the Act.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Affiliated Business Arrangement Disclosure Statement

Property:

To:

From:

Date:

This is to give you notice that Long & Foster Real Estate, Inc. ("Long & Foster"), also doing business as Virginia Properties, Evers & Company Real Estate, and Northrop Realty, and the settlement service providers listed in the table below are part of a family of companies (the "Affiliated Companies") owned by Berkshire Hathaway, Inc. ("Berkshire Hathaway"), and each may refer to you the services of another. Each of the Affiliated Companies is indirectly owned, in whole or in part, by a common parent, HomeServices of America, Inc. ("HSOA"), a Berkshire Hathaway affiliate. The percentage of indirect ownership interest held by HSOA in each Affiliated Company is indicated in the table. Silverton Mortgage is a wholly-owned indirect subsidiary of Clayton Homes, a Berkshire Hathaway affiliate. Because of these relationships, the referral of a customer (including you) by any of the Affiliated Companies to another may provide the referring company, its affiliates, and/or their employees with a financial or other benefit.

While Long & Foster Insurance Agency, Inc. ("LFIA"), an Affiliated Company, does not have common ownership with Home Buyers Resale Warranty Corporation doing business as 2-10 Home Buyers Warranty ("2-10") or HMS National Inc. doing business as HMS Home Warranty ("HMS"), provider of the Long & Foster Home Warranty Plan, it does advertise them for a fixed service fee.

Mid-States Title Insurance Agency, Inc. ("Mid-States"), a Long & Foster affiliate, has business relationships with the following unaffiliated closing attorneys, pursuant to which Mid-States advertises these firms for a fixed service fee: Crawford and Keller, PLLC; Baird Mandalas Brockstedt, LLC; and Giordano, DelCollo, Werb & Gagne, LLC.

AFFILIATED COMPANIES	
SECTION A: Settlement of Your Loan and / or Title Insurance	
Guaranty Title (NC) (d/b/a of Sage Title Group, LLC) (100%)	Infinity Settlements Agency (PA) (d/b/a of Sage Title Group, LLC) (100%)
Infinity Title Agency (NJ) (d/b/a of Sage Title Group, LLC) (100%)	RGS Property Closing Services (PA) (d/b/a of RGS Title LLC) (100%)
Sage Premier Settlements (PA, NJ, DE, MD) (d/b/a of Sage Title Group, LLC) (100%)	RGS Title LLC (VA, MD, DC, WV) (100%)
Sage Title Group, LLC (VA, MD, DC, WV) (100%)	Trident Land Transfer Company LP (PA, DE) (100%)
Bon Air/Long & Foster Title Agency LLC (VA) (50%)	Trident Land Transfer Company (NJ), LLC (NJ) (49%)
Attorneys Title Holdings, Incorporated (NC) (100%)	Premier Service Abstract, LLC (NJ) (49%)
SECTION B: Property / Hazard / Flood Insurance	
Long & Foster Insurance Agency, Inc. (100%)	Trident Insurance Agency Company (d/b/a of HomeServices Insurance, Inc.) (100%)
HomeServices Insurance, Inc. (100%)	HomeServices Insurance Northeast, LLC (50%)
SECTION C: Mortgage Services	
Prosperity Home Mortgage, LLC (100%)	Thoroughbred Mortgage (d/b/a of Silvermine Ventures LLC) (100%)
Silverton Mortgage (d/b/a of Vanderbilt Mortgage and Finance, Inc.) (100%)	Trident Mortgage Company LP (100%)
SECTION D: Real Estate Services	
Berkshire Hathaway HomeServices Fox & Roach, REALTORS® (PA, NJ, DE, MD) (d/b/a of Fox & Roach LP) (100%)	Berkshire Hathaway HomeServices Carolina Realty, York Simpson Underwood Realty, Yost & Little Realty, and Pinehurst Realty Group (d/b/a of Preferred Carolinas Realty, Inc.) (NC, SC) (100%)
Houlihan Lawrence, Inc. (NY, CT) (100%)	

Set forth below is the estimated charge or range of charges for each of the services listed. You are NOT required to use any of these service providers as a condition of the sale of the subject property or to obtain access to any settlement service.

**THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATE FOR THESE SERVICES.**

PROVIDER	SETTLEMENT SERVICE	ESTIMATED RANGE OF CHARGES
Providers listed in <b>Section A</b> above	Settlement Fees, including Document Preparation, Title Search & Exam Fees	\$0-\$2,000 Fees vary depending on transaction type and state
	Title Charges	See Title Insurance Chart below
Providers listed in <b>Section B</b> above	Homeowner's Insurance	\$300-\$10,000 plus per year; charges may vary based on coverage requested and other factors including multi-unit properties.
	Flood Insurance	Flood insurance is not included in this estimate but may be available for an additional fee and may be lender required.
Providers listed in <b>Section C</b> above	Loan Origination Fee	\$0-\$1,945; or up to 2.75% of the loan amount
	Appraisal	\$300-\$1,102 (may exceed for complex appraisal)
	Third Party Fees	\$9.75-\$310
Providers listed in <b>Section D</b> above	Real Estate Brokerage Services	3%-10% of the sales price plus up to \$1,200

<sup>1</sup> Northrop Realty is also a trade name for The Northrop Team, P.C. ("Northrop"), a separate realty company that operates under Long & Foster's real estate license. Northrop is not an "Affiliated Company" as that term is used in this Affiliated Business Arrangement Disclosure.

**TITLE INSURANCE FOR AFFILIATES**  
ESTIMATE OF RANGE OF CHARGES GENERALLY MADE BY PROVIDER

STATE		SALES PRICE	PREMIUM FOR AFFILIATES
DE		First \$100,000 \$100,001 - \$1,000,000 \$1,000,001-\$5,000,000	\$4.60 per \$1,000 of coverage add \$3.90 per \$1,000 of coverage add \$3.25 per \$1,000 of coverage Enhanced policy is 120% of above rates. Simultaneous issue of Lenders' Policy (DE) is \$25. Lender required endorsements are \$50 each. Closing Protection Letter (CPL) per Lender Policy is \$125.
DC		First \$250,000 \$250,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001-\$5,000,000	\$6.84 per \$1,000 of coverage add \$6.12 per \$1,000 of coverage add \$5.40 per \$1,000 of coverage add \$4.68 per \$1,000 of coverage Simultaneous issue of Lenders' Policy (DC) is \$150. Closing Protection Letter (CPL) per Lender Policy is \$50.
MD		First \$250,000 \$250,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001- \$2,000,000	\$5.75 per \$1,000 of coverage add \$4.90 per \$1,000 of coverage add \$4.20 per \$1,000 of coverage add \$3.30 per \$1,000 of coverage Simultaneous issue of Lenders' Policy (MD) is \$150.
NJ		First \$100,000 \$100,001 - \$500,000 \$500,001 - \$2,000,000	\$5.25 per \$1,000 of coverage add \$4.25 per \$1,000 of coverage add \$2.75 per \$1,000 of coverage Enhanced policy is 120% of above rates. Simultaneous issue of Lenders' Policy is \$25. Lender required endorsements are \$25 each. Closing Service Letter per Lender Policy is \$75.
NC		First \$250,000 \$250,001 - \$500,000 \$500,001 - \$2,000,000 \$2,000,001 - \$7,000,000	\$2.51 per \$1,000 of coverage add \$1.96 per \$1,000 of coverage add \$1.28 per \$1,000 of coverage add \$0.98 per \$1,000 of coverage Enhanced policy 120% of above rates. Simultaneous issue of Lenders' Policy is \$26. Closing Protection Letter is an additional 10% if lenders' policy issued. Premium for issuance of commitment is \$15. Lender required endorsements are \$20 each.
PA		First \$30,000 \$30,001 - \$45,000 \$45,001 - \$100,000 \$100,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001-\$2,000,000	\$569.00 flat fee add \$7.41 per \$1,000 of coverage add \$6.27 per \$1,000 of coverage add \$5.70 per \$1,000 of coverage add \$4.56 per \$1,000 of coverage add \$3.42 per \$1,000 of coverage Lender-required endorsements (PA) are \$50-\$500. Closing Protection Letter (CPL) per Lender Policy is \$125.
VA		First \$250,000 \$250,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001- \$2,000,000	\$4.68 per \$1,000 of coverage \$4.44 per \$1,000 of coverage \$4.08 per \$1,000 of coverage \$2.70 per \$1,000 of coverage Simultaneous issue of Lender's Policy (VA) is \$150. Closing Protection Letter (CPL) per Lender Policy is \$20.
WV		First \$100,000 \$100,001 - \$500,000 \$500,001 - \$2,500,000	\$4.68 per \$1,000 of coverage add \$4.08 per \$1,000 of coverage add \$3.60 per \$1,000 of coverage Enhanced policy is 120% of basic rates. Simultaneous issue of Lender's Policy is \$100. Title insurance commitment fee per policy will not exceed \$100.

CONTRACTED PROVIDERS		
PROVIDER	SETTLEMENT SERVICE	ESTIMATED RANGE OF CHARGES
2-10 Home Buyers Warranty / HMS Home Warranty, provider of Long & Foster Home Warranty Plan	Home Warranty	\$499 - \$1,620, depending on property and optional coverage

ACKNOWLEDGEMENT: I/we have read this disclosure form and understand that the Affiliated Companies may refer me/us to purchase the above-described settlement service(s) from one another and that any such referrals may provide the referring company, its affiliates, and/or their employees with a financial or other benefit. I/we also understand that LFIA receives fixed fees for advertising, and related services performed for 2-10 and HMS.

Signature

(Date)

Signature

(Date)



CHRISTIE'S  
INTERNATIONAL REAL ESTATE

**\* ALERT \***



## Important Consumer Information

### Anti-Fraud Disclosure Statement

Electronic communications such as e-mail, text messages and social media messaging are neither secure nor confidential. While **Long & Foster Real Estate, Inc. (Long & Foster)** has adopted policies and procedures to aid in avoiding fraud, even the best security protections can still be bypassed by unauthorized parties. Long & Foster will never send you any electronic communication with instructions to transfer funds or to provide nonpublic personal information, such as credit card, bank account or taxpayer identification numbers.

**YOU SHOULD NEVER TRANSMIT NONPUBLIC PERSONAL INFORMATION, SUCH AS CREDIT OR DEBIT CARD, BANK ACCOUNT OR ROUTING NUMBERS, BY EMAIL OR OTHER UNSECURED ELECTRONIC COMMUNICATION. EMAILS ATTEMPTING TO INDUCE FRAUDULENT WIRE TRANSFERS MAY APPEAR TO COME FROM A TRUSTED SOURCE.**

Please be aware that there are numerous e-mail phishing scams that involve fraudulent requests to wire funds in conjunction with a real estate transaction. Long & Foster recommends that if you receive any electronic communication directing you to transfer funds or provide nonpublic personal information, **EVEN IF THAT ELECTRONIC COMMUNICATION APPEARS TO BE FROM A REPRESENTATIVE OF LONG & FOSTER**, do not respond. Such requests, even if they may otherwise appear to be from Long & Foster, could be part of a scheme to defraud you by misdirecting the transfer of sale proceeds or using your identity to commit a crime.

If you should receive wiring instructions via electronic means that appear to be from a legitimate source involved in your real estate transaction, you should verify - using contact information other than that provided in the communication - that the instructions were sent by an actual representative of the requesting company. Conversely, if you have provided wiring instructions to a third party, it is important to confirm with the representative of said company that the wire instructions are not to be substituted without your verified written consent. If you have received wiring instructions that appear to be from Long & Foster, a settlement company or any other entity, please contact the representative with whom you are working at Long & Foster (in person or by telephone) for assistance. ***Please remember that when wiring funds, never rely exclusively on an e-mail, fax or text communication.***

**ACKNOWLEDGMENT:** I/we have read this Anti-Fraud Disclosure Statement and understand that Long & Foster will never send me/us any electronic communication with instructions to transfer funds or provide financial account numbers or other nonpublic personal information.

Signature

(Date)

Signature

(Date)

## PRE-MARKETING ("COMING SOON") ADDENDUM TO LISTING AGREEMENT

The Addendum is made on \_\_\_\_\_ to a Listing Agreement ("Listing Agreement") dated \_\_\_\_\_  
between \_\_\_\_\_ ("Seller/Landlord")  
and Long & Foster Realtors® ("Broker") for Property described as \_\_\_\_\_

"Pre-marketing" is an industry term for marketing a property before it is officially offered for sale or for lease. Because pre-marketing activities reach only a limited pool of potential buyers or tenants, a seller or landlord may not obtain the maximum price or optimal terms for the sale or lease of his/her property. A property that goes under contract before it is listed in the Bright MLS, the local MLS, or before it becomes "active" in any MLS has not had the benefit of being fully exposed to the entire open market.

Bright MLS rules require that properties be entered into the Bright MLS within one (1) business day of marketing the property to the public, unless the seller has given the listing broker written instructions to the contrary through the execution of a Waiver of Cooperation form.

Acknowledging the foregoing, the parties hereby agree that the Listing Agreement is modified so that Seller/Landlord authorizes Broker to engage in pre-marketing activities prior to the date that the Property is entered in Bright MLS under "active" status:

### Check all pre-marketing activities Broker is authorized to conduct:

Place a "coming soon" sign on the Property \_\_\_\_\_ Other: \_\_\_\_\_  
Notify agents with other firms that the  
Property is "coming soon" \_\_\_\_\_  
Place advertisements and conduct other pre-  
listing marketing activities at Broker's  
discretion \_\_\_\_\_

### Property will be listed under "coming soon" status in Bright MLS

1. Property will be listed under "coming soon" status
2. The "expected on-market date" will be \_\_\_\_\_ (no later than 21  
days from the date the listing is entered in Bright MLS unless the property is a "new  
construction" or "major rehab"; in those cases a property may stay in Coming Soon for up to  
two (2) years).

**OR**

### Property will NOT be listed under "coming soon" status in Bright MLS

This is ONLY available if the Waiver of Cooperation has been signed by the seller.  
Property will be listed for sale/lease and in "active" status in Bright MLS no later than \_\_\_\_\_

\_\_\_\_\_  
Date Seller

\_\_\_\_\_  
Date Broker/Branch Manager

\_\_\_\_\_  
Date Seller



# Property Information Sheet

Property Address:	
Seller Legal Name(s):	
Legal Description:	
Tax Map ID:	
Ideal Settlement Date:	
Rent Back: Length of time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Settlement Co. for Sellers	
Seller FIRPA Status	Seller <input type="checkbox"/> is or <input type="checkbox"/> is not U.S. Citizen
HOA/Condo Association	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Assoc Name:	
Electronic Doc Copies:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Send Deliveries To: Via?	<input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email
Home Warranty? If yes, Name of Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
1031 Exchange?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Real Estate Licensed/Related Parties	<input type="checkbox"/> Seller is <input type="checkbox"/> an active OR <input type="checkbox"/> inactive licensed real estate agent in <input type="checkbox"/> Virginia and/or <input type="checkbox"/> Other. <input type="checkbox"/> Listing Broker/Agent is related to Seller.

Long and Foster REALTORS
Listing Brokerage Address:
Listing Brokerage Phone #:
Bright MLS Broker Code:
VA Firm License #:
Listing Agent Name:
Listing Agent Email:
Listing Agent Phone #:
Bright MLS Listing Agent ID #:
VA Listing Agent License #:
Team Name: Team Business Entity License #:

## Utilities

(Check all that apply)

Water Supply: ☐ Public ☐ Private Well ☐ Community Well  
 Hot Water: ☐ Oil ☐ Gas ☐ Elec ☐ Other \_\_\_\_\_  
 Air Conditioning: ☐ Oil ☐ Gas ☐ Elec ☐ Heat Pump ☐ Other \_\_\_\_\_ ☐ Zones \_\_\_\_\_  
 Heating: ☐ Oil ☐ Gas ☐ Elec ☐ Heat Pump ☐ Other \_\_\_\_\_ ☐ Zones \_\_\_\_\_  
 Sewage Disposal: Public Septic for # BR \_\_\_\_\_ Community Septic Alternative Septic for # BR \_\_\_\_\_  
 Septic Waiver Disclosure provided by Seller (if applicable) per VA Code § 32.1-164.1:1. State Board of Health septic system waivers are not transferable.

## Conveyances

Y	N	#	Items	Y	N	#	Items	Y	N	#	Items
			Alarm System				Freezer				Satellite Dish
			Built-in Microwave				Furnace Humidifier				Storage Shed
			Ceiling Fan				Garage Opener				Stove or Range
			Central Vacuum				w/ remote				Trash Compactor
			Clothes Dryer				Gas Log				Wall Oven
			Clothes Washer				Hot Tub, Equip, & Cover				Water Treatment System
			Cooktop				Intercom				Window A/C Unit
			Dishwasher				Playground Equipment				Window Fan
			Disposer				Pool, Equip, & Cover				Window Treatments
			Electronic Air Filter				Refrigerator				Wood Stove
			Fireplace Screen/Door				w/ ice maker				* Fuel Tanks Owned
											* Fuel Tanks Leased

## Other

Additional Items To Convey			Items To Convey In AS-IS Condition			Items That Do Not Convey		
1			1			1		
2			2			2		
3			3			3		
Leased Items								
Other Items								

PLEASE EMAIL ALL OFFERS TO: \_\_\_\_\_