



## Prep Listing Contracts

### Initial Prep

#### Research Property Details

First, begin by finding the seller's name and property address in Realist. The client or agent will also need to provide you with the garage type, if the property is on a well, seller exclusions, listing price, earnest money amount, commission splits, and any HOA fees.

#### Add Client to CTM

Search the Client Database to see if the client is already uploaded into CTM. If not, select 'New Client' and type the name of the first seller in the 'Primary Person' section and the name of the second seller in the 'Secondary Person' section. The names must match Realist exactly including any middle initial.

Enter the client's phone # and email from Top Producer or CRM. Everything else will be blank.

### Main Contract

#### Exclusive Right to Sell Listing Contract (ERTS): LC50-6-16

This contract starts a new listing.

Click CREATE NEW CONTRACT (in orange letters)

Select the Exclusive Right-To-Sell Listing Contract and click GO

Below the Date, select the orange link: 'Create by Copying from an Existing Contract'

Select the 'Listing Template' dated 1/2/2017

3.1 Add client(s) names by searching the Client Database & Save **\*SAVE IS IMPORTANT\***

Add Beginning Date

3.4 Add property county, legal and street address – Must match Realist exactly

3.6 Add listing period of 8 months

4.3.1.2 Always uncheck.

7.1.1 Change commission if other than 6.0 was negotiated

7.2 Change commission if other than 3/3 split was negotiated

11.1 Enter listing price

11.2 Check all terms allowed

Condos/Townhomes: Look-up complex to verify VA & FHA loan terms status.

VA: <https://vip.vba.va.gov/portal/VBAH/VBAHome/condopudsearch>

FHA: <https://entp.hud.gov/idapp/html/condlook.cfm>

11.5 Enter the earnest money amount (Approx 1% of listing price)

13.1.4 Mark and add any parking or storage facilities included (write as 2 car attached garage)

13.1.5 Well Rights (If Well, add well permit # and write 'Well Transfer' in the space right before deed)

13.2 Exclusions

16 Enter any association assessments (if voluntary: add \$100 per year, voluntary)

Click Save & Close Tab.



## Sub-Contracts

To add the sub-contracts. From the Main CTM dashboard, select the client, and then the property address. Then click the orange letters: 'CREATE NEW CONTRACT (for this property)'. Follow the instructions below to add all the following sub-contracts. The sub-contracts can also be found on the bottom of the ERTS.

### **Definitions of Working Relationship (DOWR): DD25-5-09**

Add dates in 2 spots & via 'email'. If there are no middle initials in names, delete the extra space.

### **Seller's Property Disclosure (SPD): SPD-29-10-11**

Only save. Don't fill out anything as that is the seller's responsibility to fill out on their own.

### **Square Footage Disclosure (SQFT): SF-94-5-04**

1. Mark Has Not

Copy and paste n/a on all date measured & square footage under #1.

2. Mark Is & Assessor's office.

Under Sq. Ft. (**Amount** Above Grade + **Amount** Basement). No date on assessor's office date of doc. Everything else write n/a.

### **Closing Instructions (CI): CL8-9-12**

Enter Date, CMT title company (in yellow tab) Fidelity @ Jefferson St - Linora Furlong

2. Mark Agrees & Agrees

4. Closing Fee \$340

7. Seller's Net Proceeds mark Electronic for Net Proceeds

18.2 Mark Email & Internet

Enter Info by Mike's Name: Check: working with Seller, \$5, Check: Deed, Bill of Sale & Colorado Real Estate Commission approved Deed of Trust.

### **Source of Water Addendum to Contract to Buy & Sell Real Estate (SOW): SWA35-8-10**

Date & 2.2 click on CTM Database (yellow link) if not on well.

### **Seller's Estimate Net Sheet (SENS): SENS**

Enter Sale Price & Commission Split Percentages

For Title Policy amount look under Title Insurance Fee in pdf under transaction management and then Contracting.

On the top blank line enter: Gold Compass Real Estate Transaction Fee - \$250

On the next blank line enter: Seller Half of Closing Fee – 170

The agent will fill in the other specifics for fees.



**Lead Based Paint Disclosure (LBP): LP45-10-12**

If built in or before 1978. #2 & #3 click on the corresponding bubbles. Ask the client if you don't know the correct information.

**Common Interest Community Checklist (CICC): CICC-05-04**

If Condo, Townhome, or Patio Home.

Only save. Don't fill out anything as that is the seller's responsibility to fill out on their own.