



274 4th Avenue
 Brooklyn, NY 11215

C: (718) 344-9968 O: (516) 506-7163 F: (516) 407-2885

judy@jetmanrealty.com

Items Needed *

	REQUESTED	RECEIVED
COPY OF PICTURE ID/ SS CARD		
J.E.R. FORMS (ALL PAGES-FILLED, SIGNED & DATED)		
TWO MONTHS MOST CURRENT PAYSTUBS		
IF UN-EMPLOYED - BENEFIT PAYMENT HISTORY		
ANY OTHER PROOF OF INCOME (SSI, SSA, ALIMONY..ETC)		
2 MOST CURRENT BANK STATEMENTS (ALL PAGES EVEN IF BLANK)		
2017 & 2018 W2's		
2017 & 2018 TAX RETURNS (SIGN AND DATE PG. 2)		
COPY OF YOUR MOST RECENT MORTGAGE STATEMENT		
COPY OF CURRENT UTILITY BILL		
LETTER OF EXPLANATION OF HARDSHIP - SIGNED AND DATED		
FINANCIAL STATEMENT - SIGNED AND DATED (PROVIDED IN JER FORMS, PLEASE FILL IT OUT IN IT'S ENTIRETY)		
LISTING AGMT - SIGNED AND DATED		
COPY OF 2 ND MORTGAGE STATEMENT (IF APPLICABLE)		

IF THERE IS A CO- BORROWER, SIGN ALL FORMS AS WELL AND INCLUDE THE SAME DOCUMENTS LISTED ABOVE



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Lender Authorization Form

Mortgage Company _____

Loan Number _____

Borrower (s) Name _____

Address _____

Contact Number _____

I authorize my Mortgage Company (named above) to discuss my request and release information for payment assistance with the individual(s) that I have identified below as my designated Agent(s). I also authorize you to work out the terms of a payment agreement with the designated Agent and/or their assignees and to cause to deliver requested documents to my designated Agent that concern a request for payment assistance. I understand that I am fully responsible to review any and all information sent by my Mortgage Company to my designated Agent.

Be further informed that this authorization will remain effective until I specifically notify my Mortgage Company's loss mitigation department in writing that this authorization is no longer in force or effect.

*All prior authorizations are null and void. _____
Borrower Initial Co-Borrower Initial

Please make all the appropriate notifications in your system to reflect this authorization.

My Designated Agent is: Judy Etman

Borrower's Signature

Social Security #

Date

Co-Borrower's Signature

Social Security #

Date



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Income Expense Statement

Name: _____

Property Address: _____

Monthly Income		Monthly Expenses		
	Total		Balance	Monthly Payment
Primary Gross	\$	1st Mortgage Payment	\$	\$
Other	\$	2 nd Mortgage Payment	\$	\$
Other	\$	Automobile 1	\$	\$
Net	\$	Automobile 2	\$	\$
		Gas	\$	\$
Checking Account	\$	Auto Insurance	\$	\$
Savings Account	\$	Cable	\$	\$
		Internet	\$	\$
		Phone (s)	\$	\$
		Electric	\$	\$
		Gas/Water	\$	\$
		Food	\$	\$
		Health Insurance	\$	\$
		Credit Cards (list)		
			Balance	Monthly Payment
		1.	\$	\$
		2.	\$	\$
		3.	\$	\$
		4.	\$	\$
		5.	\$	\$
		6.	\$	\$
		Other Expenses (list)		
			Balance	Monthly Payment
		1.	\$	\$
		2.	\$	\$
		3.	\$	\$
		4.	\$	\$
		Other Loans (list)		
			Balance	Monthly Payment
		1.	\$	\$
		2.	\$	\$
		3.	\$	\$
		4.	\$	\$

Signature: _____ Date: _____



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Offer to Purchase

Date: _____

Prospective Purchaser _____

Residing at _____

Offers to purchase the premises located at _____

Under the following terms and conditions:

Purchase Price is \$_____ payable as follows:

\$_____ on signing of the contract to be held in escrow by Seller's Attorney.

\$_____ subject to (obtaining, existing) first mortgage, covering said premises, bearing interest at the prevailing rate for _____ years.

\$_____ the balance, in cash or certified check at closing of title.

Contract signing to be on or about _____

Closing of title to be on or about _____

The Sellers and Purchasers agree to the terms and conditions set forth herein and that

_____ and _____

are the brokers who brought about this transaction. It is further understood that these terms and conditions will be incorporated into a contract of sale to be prepared by attorneys for the respective parties unless stated otherwise. The brokerage commission is to be paid by the Sellers. The parties further agree this document does not constitute a contract or memorandum thereof.

Notes:

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in

young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Property Condition Disclosure

Every purchaser of residential real estate property is entitled by law to receive from the seller a signed Property Condition Disclosure Statement prior to the signing of a binding contract of sale. You are encouraged to contact your attorney to be better apprised of your right and obligations under Real Property Law # 462(2).

Signed: this _____ day of _____, 20____.

By: _____
Prospective Purchaser

By: _____
Prospective Purchaser

Approved:
By: _____
Seller

By: _____
Seller

Purchaser's Attorney

Seller's Attorney

Attorney Address

Attorney Address

Telephone Number

Telephone Number

Real Estate Brokerage Firm

By: _____
Agent



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Exclusive Right to Sell Listing Form

Date: _____

Owner: _____

Address: _____

In consideration of the use of the services of your office and your agreement to use your best efforts to sell the above referred premises, the undersigned grants you the sole and exclusive right for the period of _____ months, from the date hereof, expiring at midnight on _____ to sell said property known as _____.

The undersigned agrees to pay you a commission of _____% of the sales price set forth below (or such other price as you in your sole discretion agree to accept) in the event that the property or any portion thereof is sold or exchanged by any of the said brokers by me or by any other person or broker during the term of this agreement or to anyone with whom you or a broker has had negotiations. The foregoing commission shall also be due and payable in the event the owner enters into a contract of sale or actually sells the above property within six months immediately following the expiration of this agreement to a purchaser who has shown the property by the broker or its agent during the term of this agreement. It is understood that the undersigned owner is not to employ any other broker for the purpose above stated during the term of this agreement.

The homeowner shall have the option of having negotiated offers to purchase the listed property submitted either through the listing broker or submitted through the selling broker. This agreement may not be changed orally.

Sales Price: \$ _____

An "Exclusive Right to Sell" listing means that if you, the owner of the property, find a buyer for your house, or if another broker finds a buyer, you must pay the agreed commission to the present broker.

Agreed and accepted this _____ day of _____, 20____.

Seller: _____

Seller: _____

Listing Broker: Judy Etman Realty

Listing Agent: _____



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Lead Based Paint Disclosure Addendum

Property Case #: _____

Property Address: _____

Lead Warning Statement

Every purchaser or any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant woman. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ___ Seller has knowledge of lead-based paint and/or lead-based paint hazards in the housing (explain).

(ii) ___ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) ___ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)

(ii) ___ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards.

Purchaser's Acknowledgement (Initial)

(a) _____ Purchaser has received copies of all information listed above.

(b) _____ Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.

(c) _____ Purchaser has a 15-day contingency period from the date of its signature below to exercise the option to conduct a lead-based paint inspection or risk assessment at its own expense for the presence of lead-based paint and/or lead-based paint hazards. The Purchaser may withdraw from this purchase obligation by providing written notice to the Seller on or before this date. The Purchaser will be entitled to a refund of earnest money if the

Purchaser obtained an independent lead-based paint inspection or risk assessment performed by a Certified Lead-Based Paint Inspector or Risk Assessor, as applicable, and the Purchaser provides the Seller with a copy of the lead-based paint inspection or risk assessment report.

Agent's Acknowledgment (Initial)

_____ Selling Broker is aware of his/her responsibilities to ensure compliance with 42 U.S.C. 4852d.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller

Date

Purchaser

Date

Purchaser

Date

Broker/Agent

Date

Broker/Agent

Date

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

▶ _____
Signature (see instructions) Date

▶ _____
Title (if line 1a above is a corporation, partnership, estate, or trust)

▶ _____
Spouse's signature Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:

	Mail or fax to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	512-460-2272
Alabama, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999
	816-292-6102

Chart for all other transcripts

If you lived in or your business was in:

	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
	801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250
	859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.



RESIDENTIAL PROPERTY DATA SECTION (PDS)



***Means Required Information**

*Broker Load (Y or N)

*ML #

LOCATION

Street #: Street Dir: *Street Name: St Suffix:

*Town: *Zone: *Zip: Zip + 4:

Sec/Area: Cross St:

*School District Name:

School District #: District: Section: Block:

Lot: Zoning: Cul-de-sac (Y or N):

*Waterfront (Y or N): Water Frontage: Waterfront Desc.: *Waterview (Y or N):

Bulkhead (Y or N): Docking Rights: Beach Rights (Y or N): *Adult Community (Y or N): Min Age:

PRICE & DATES

*Listing Price: *Taxes (w/o exempt.): Additional Village Taxes:

*Listing Date: *Exp Date:

HOME CHARACTERISTICS

*Style: *Rooms: *Bedrooms: *Baths-Full: *Baths-Half:

*# Families: *Detached/Att (Det-Att-Sd): *# Kitchens: *Eat In Kitchen (Y or N):

*Dining Room: *Den/Family Rm (Y or N): *Office (Y or N): *Attic (Y or N): Handicap Access (Y or N):

Handicap Access Desc.:

Approx int Square Footage: *Basement (Crawl-Full-Part-None-Opt): Finished Bsmt (P-Y-N):

*# Fireplaces: W/W Carpet (Y or N): Wood Floors: (Y or N): *Approx. Year Built: *New Construction: (Y or N):

Skylight: Appearance:

Floor Description:
Bsmt/Subfloor:
*1st Floor:
2nd Floor:
3rd Floor:

EXTERIOR

*Construction: Garage: Garage Type: Driveway (PTY-PVT-N):

Deck: Patio: Porch:

*Pool (AG-IG-N): Pool Desc.:

Inground Lawn Sprinklers: Tennis Court (Y or N): Tennis Court Desc.:

*Lot Size: *Lot Sq. Footage:

Building Size:

APPLIANCES

*Stove: *Refrigerator: *Washer: *Dryer: *Dishwasher:

UTILITIES

*Fuel: *Heat: # Heating Zones: Sewer (Y or N): Separate Hot Water Heater:

*A/C (# or CAC): CAC # Zones: Water (Public-Well):





RESIDENTIAL PROPERTY DATA SECTION (PDS)



***Means Required Information**

*Broker Load (Y or N)

*ML #

OWNER/BROKER	*Owner: <input type="text"/>	*Phone #: <input type="text"/>
	*Seller Agency Compensation: <input type="text"/>	*Buyer Agency Compensation: <input type="text"/>
	*Broker Agency Compensation: <input type="text"/>	Agency (Enter A If Agency): <input type="checkbox"/> * Exclusions(Y or N): <input type="checkbox"/> *Negotiate Direct (Y or N): <input type="checkbox"/>
	Occupancy: <input type="text"/>	
	Show Instructions: <input type="text"/>	
Lockbox (Y or N): <input type="checkbox"/> Owner Financing (Y or N) <input type="checkbox"/>		

REMARKS	Remarks: <input type="text"/>
	*Directions: <input type="text"/>
	Property Desc.: <input type="text"/> <i>(No Contact info, Status, etc.)</i>

MISCELLANEOUS	Rent Income: <input type="text"/> *Also For Rent (Y or N): <input type="checkbox"/> Rental Price: <input type="text"/>
	Renting Broker Compensation: <input type="text"/>
	Items Excluded In Sale: <input type="text"/>
	*Supersedes (Y or N): <input type="checkbox"/> Supersedes ML #: <input type="text"/> Foreclosure (Y or N): <input type="checkbox"/>

OPEN HOUSE	Broker Open House Start Date: <input type="text"/> Broker Open House End Date: <input type="text"/>
	Broker Open House Time: <input type="text"/> Broker Open House Note: <input type="text"/>
	Consumer Open House Start Date: <input type="text"/> Consumer Open House End Date: <input type="text"/>
	Consumer Open House Time: <input type="text"/> Consumer Open House Note: <input type="text"/>

SIGNATURES	Owner Signature _____	Owner Signature _____
	Address _____	Email Address _____
	Home Phone _____	Other Phone _____
	Date _____	MLS Office Name _____
	Listing Agent _____	Co-Listing Agent _____



**LISTING AGREEMENT FOR REAL PROPERTY
EXCLUSIVE RIGHT TO SELL**

Commission Rates for the Sale, Lease or Management of Property Shall be Negotiated between the BROKER¹ and the Owner

EMPLOYMENT

1. The BROKER agrees to act as a special limited agent for the Owner(s) for the sole purpose of finding a Purchaser and/or Tenant to buy and/or rent the property described in the PROPERTY DATA SECTION hereinafter called PDS at the price and conditions set in the PDS. The PDS is incorporated herein by reference.
2. The parties agree that the BROKER represents the owner as seller's agent and shall cooperate with other licensed real estate brokers who are Participants in the Multiple Listing Service of Long Island, Inc. (MLSIL) (Cooperating Brokers). The owner acknowledges the BROKER must cooperate with agents who represent buyers. Such buyer's agents represent the interests of the prospective buyers only. In addition to cooperating with buyer's agents the owner authorizes the BROKER to work with seller's agents and/or broker's agents as indicated by the compensation offered in paragraph 6. The compensation to be paid to a cooperating broker representing a buyer should be inserted in paragraph 6 of this agreement.
3. The Owner(s) authorizes the BROKER to enter the information set forth in the PDS, and any photographs, images, graphics and video recordings of the owner's property whether taken by BROKER'S agent, supplied by owner or otherwise (listing content), into a listing content compilation owned by MLSIL. The Owner understands and agrees that said compilation is exclusively owned by MLSIL who alone possesses the right to publish said compilation in any media form it deems appropriate including, the World Wide Web. MLSIL may license, sell, lease and commercially utilize its compilation. Among other uses MLSIL may license or sell the listing content to aggregators who will aggregate the listing content and resell the same. Such aggregated content shall not contain any personal information about the owner other than the owner's name. If any photograph, image, graphics or video recordings were created by the owner and are delivered to BROKER for use in the MLSIL compilation by virtue of such delivery and the execution of this agreement the owner(s) hereby irrevocably assign and Transfers to BROKER any and all copyright rights and other intellectual property rights in the foregoing.
4. BROKER agrees to use its experience and knowledge to determine the appropriate marketing plan for the property. The Owner(s) grants to the BROKER full discretion to determine an appropriate marketing plan for the property.
5. The owner shall not offer nor show their property for sale or rent to any prospective buyers or tenants but shall refer all such prospective buyers or tenants to the BROKER, nor shall the owner negotiate the sale or rental of the property with a buyer unless the BROKER participates in such negotiations.

COMPENSATION

6. A. The Owner(s) hereby agrees to pay the BROKER a total commission in the amount of ____% of the selling price Or \$ _____ or in the case of a rental by separate agreement. Said commission shall be shared with Cooperating Brokers as follows:
If the Cooperating Broker is a Seller's Agent ____% of the selling price Or \$ _____.
If the Cooperating Broker is a Broker's Agent ____% of the selling price Or \$ _____.
If the Cooperating Broker is a Buyer's Agent ____% of the selling price Or \$ _____.
B. Said total commission shall be earned and payable under any of the following conditions:
(a) If the BROKER or Cooperating Broker produces a buyer ready, willing and able to purchase the property on the terms and conditions set forth in the PDS;
(b) If through the BROKER's or Cooperating Broker's efforts a buyer and the owner(s) reach an agreement upon all the essential terms of a transaction.
(c) If the property is sold or rented during the term of this Agreement whether or not the sale or rental is a result of the BROKER'S efforts and even if the property is sold as a result of the efforts of the Owner(s) or any other broker or agent not acting under this agreement.
(d) If the BROKER or Cooperating Broker is the procuring cause of a transaction.
7. The above compensation shall be paid to the BROKER in the event that the owner enters into a contract of sale to sell the property or actually sells the property within a period of _____ days after the termination of the agreement to any person (buyer) who has been shown the property during the term of this agreement. This paragraph shall not apply if the Owner(s) has in good faith relisted the property with another broker after the expiration of this Agreement and prior to the commencement of negotiations with such buyer.

GOOD FAITH

8. In the event the Owner(s) signs a binder/contract of sale during the term of this employment agreement, the parties agree that the expiration date set forth below shall be extended until the time that said contract of sale is fully performed or until such time as said contract fails to be performed either by its terms or because of the default of one of the parties. Nothing herein contained is intended to reduce the term of this Agreement.
9. The Owner(s) agrees at all times to act in good faith to assist the BROKER in the performance of the BROKER'S obligations and to fully cooperate with the BROKER in the BROKER'S efforts to find a buyer for the property and complete the transaction contemplated by this agreement.

RENTAL OF THE PROPERTY

10. Should the Owner(s) desire to rent the property or any portion thereof during the term of this agreement, the parties shall modify this agreement so as to specify the amount of the rent desired by the Owner(s); the terms of the rental; the amount of commission to be paid to the BROKER.
11. In the event the tenant purchases the real property described in the PDS during the term of the tenancy or during the occupancy of the tenant where such occupancy exceeds the original term, the Owner(s) agrees to pay the BROKER the total commission set forth in paragraph 6 hereof.

TERM OF AGREEMENT

12. This agreement shall commence on the date set forth below and shall terminate at midnight on _____ .

**LISTING AGREEMENT FOR REAL PROPERTY
EXCLUSIVE RIGHT TO SELL**

Commission Rates for the Sale, Lease or Management of Property Shall be Negotiated between the BROKER¹ and the Owner

MISCELLANEOUS PROVISIONS

- 13. Any notices required to be given under this agreement shall be in writing and may be given to the party by hand delivery of such notice, confirmed facsimile or by certified or ordinary mail.
- 14. ALL ORAL OR PRIOR AGREEMENTS BETWEEN THE PARTIES ARE HEREBY MERGED INTO THIS AGREEMENT AND THE PARTIES AGREE THAT THEIR RELATIONSHIP SHALL BE GOVERNED SOLELY BY THIS AGREEMENT AND NOT BY ANY OTHER PRIOR ORAL OR WRITTEN REPRESENTATIONS OR AGREEMENTS. The parties agree that no change, amendment, modification or termination of this agreement shall be binding on any party unless the same shall be in writing and signed by the parties hereto subsequent to the date of this agreement.
- 15. The Owner(s) understands and agrees that neither the Long Island Board of Realtors, Inc. nor the MLSLI are parties to this agreement and that the BROKER is not an agent for either of said organizations and has no authority to make any representation, agreement or commitment with respect to either of said corporations other than those contained in the printed portions hereof.

ARBITRATION

- 16. Any dispute between the parties arising out of this agreement where the amount in dispute exceeds small claims court monetary jurisdiction shall be resolved by arbitration before one arbitrator. This paragraph shall not apply if all of the parties to such dispute are REALTORS. The arbitration shall be held in the county in which the real estate, which is the subject matter of this agreement, is located. The arbitration shall be governed by the rules of the National Arbitration and Mediation and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Nothing herein contained is intended to deny any Party from applying to the Courts for injunctive relief such as is provided in CPLR 2701.

ESCROW AND RECOVERY OF FEES

- 17. If, for any reason, the BROKER is not paid the compensation set forth herein on the due date or there is a dispute concerning the payment of all or part of said compensation, the Owner(s) shall deposit with the Long Island Board of Realtors, Inc. an amount equal to the compensation set forth herein or the disputed amount, as the case may be. If the Owner's attorney is holding money in an escrow account to which the Owner is entitled, or over which the Owner has control, the Owner shall direct the attorney and the attorney shall be required to make the deposit herein required to the extent of such monies. Absent a non-appealable court order to the contrary the attorney shall not release said deposit to any party. The said monies shall be held by the Long Island Board of Realtors, Inc. or other escrowee in escrow until the parties' rights to the escrow monies have been determined (i) by the written agreement of the parties, (ii) by an award of an arbitrator, (iii) by judgment or (iv) by some other process to which the parties agree in writing. In any action, proceeding or arbitration to enforce any provision of this Agreement, including but not limited to the above escrow provision, or for damages caused by default, the prevailing party shall be entitled to reasonable attorney's fees, costs and related expenses, such as expert witness fees, fees paid to investigators, fees paid to arbitration tribunals and arbitrator's fees. Paragraphs 17 and 18 hereof shall be deemed to be incorporated into the terms of any contract of sale executed by the Owner(s) with a buyer/tenant procured by BROKER, or a cooperating broker in their performance of this agreement.

INDEMNITY

- 18. In the event any claim or action is commenced against the BROKER or a cooperating broker as a result of the BROKER or cooperating broker obeying the lawful instructions of the Owner(s), then, and in such event, the Owner(s) hereby agrees to defend, indemnify and hold harmless the BROKER or cooperating broker in any such claim or action. Owner shall have the right to select counsel in such event, subject to the approval of the BROKER and/or cooperating broker, which approval shall not be unreasonably withheld.
- 19. With respect to the provisions of this agreement relating to compensation, (Paragraph 6) escrow and recovery of fees, (paragraph 17) and indemnity (Paragraph 18) cooperating brokers shall be third party beneficiaries of this agreement.

PROPERTY CONDITION DISCLOSURE

- 20. The Seller is required by law to complete and sign a Property Condition Disclosure Statement and cause it, or a copy thereof, to be delivered to a buyer or buyer's agent prior to the signing by the buyer of a binding contract of sale.
- 21. A copy of the Property Condition disclosure Statement containing the signatures of both the buyer and the seller must be attached to the real estate purchase contract.
- 22. If prior to closing or possession by the buyer the seller acquires knowledge which renders materially inaccurate a Property Condition Disclosure Statement previously provided, the seller must deliver a revised Property Condition Disclosure Statement to the buyer as soon as practicable.
- 23. If the seller fails to so deliver a Property Condition Disclosure Statement, the buyer will be entitled to a credit in the amount of \$500 against the purchase price of the property upon the transfer of title.

EXPLANATIONS

- 24. An "EXCLUSIVE RIGHT TO SELL" listing means that if you, the Owner(s) of the property find a buyer for your house, or if another broker finds a buyer, you must pay the agreed commission to the present broker.
- 25. An "EXCLUSIVE AGENCY" listing means that if you, the Owner(s) of the property find a buyer, you will not have to pay a commission to the broker. However, if another broker finds a buyer, you will owe a commission to both the selling broker and your present broker.

EQUAL OPPORTUNITY IN HOUSING

- 26. The parties agree that the above listed property is to be marketed in compliance with all Federal, State, Municipal and Local Laws concerning discrimination in housing.

¹ Wherever the word broker is capitalized (BROKER) in this agreement, it is intended to describe the real estate broker who is a party and signatory to this agreement and no other broker.

Owner Signature _____ Owner Signature _____

Address _____ Email Address _____

Home Phone _____ Other Phone _____

Date _____ MLS Office Name _____

Listing Agent _____ Co-Listing Agent _____

