



The Listing Agent's Step by Step Guide

1. Compile a listing presentation to present, including a CMA, listing features, skills etc. (see our Flyer: "Why a Star Bay Realty Agent?")
2. Decide on the purchase price. Create a **Seller's Net Sheet**, so the seller can have an estimate of how much the seller will net after commission, closing costs etc. (usually title company will provide this or you can look up a calculator online)
3. Complete a Listing Agreement (This is **required** in order to enter a listing on the MLS) using the **Exclusive Right of Sale Listing Agreement – Transaction Broker**. See *tutorials* on www.starbayrealty.com. If 10a or 10b is checked then have a compensation agreement form filled out with buyer's broker field left blank until it is sent to the buyer's broker.
4. Have sellers complete the Seller's Disclosure form and Flood Disclosure Form (mandatory) upload with MLS listing.
5. Complete the Listing Data Entry Form. (see Listing data entry form instructions under the tab "forms" on starbayrealty.com. This must be signed by seller stating they agree the information is correct.
5. Enter listing on MLS *****note you cannot enter any information regarding broker compensation on the MLS, not even any attachments or photos, showtime instructions etc. The compensation agreement must be sent directly to the buyer's broker.**
6. Set up the e-key (preferable) or lock box. You can use *Showing Time* to manage appointments.
7. For Sale Sign
8. Set up open houses
9. Once under contract fill out the form "timeline for contract" located under the tab forms on starbayrealty.com. This will help keep track of important dates.
9. Make sure each page of an offer is initialed and signed by all required parties.
10. Make sure any required Riders are included with the purchase agreement (lead paint, HOA ,condoetc.)
11. If you, the Realtor, has a personal interest in the property (seller or relationship to either party etc.) you must disclose this to all parties involved (use the rider AA Licensee Disclosure)
12. It is advisable to request a pre-approval letter, or proof of funds.
13. Escrow deposit receipt
14. Request a preliminary HUD from title company and go over with seller prior to closing.
15. Complete the commission disbursement form at least 48 business hours prior to closing
16. After the closing request the Final HUD

17. Documents to be uploaded on Star Bay Website Portal:

- a. MLS Sheet
- b. Listing Agreement
- c. Escrow Deposit Receipt
- d. Seller's Disclosures
- e. Executed contract, riders, attachments and addendums, commission agreement forms
- f. Lead Paint Rider (if pre 1978)
- g. Preliminary HUD (closing statement)
- h. Commission disbursement form (items a-g must be uploaded at least 48 business hours prior to closing in order for broker to sign this)

If contract is canceled prior to closing, all documents available must still be uploaded for record keeping, as required by FREC

*If you have any questions don't hesitate to email the office --> info@starbayrealty.com

*For additional info login to starbayrealty.com->"Your Office"->Educational Courses

i. Final HUD

If contract is cancelled prior to closing, any available documents must still be uploaded for record keeping accord to FREC guidelines

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