

**EXCLUSIVE LISTING AGREEMENT TO MARKET
RESIDENTIAL PROPERTY**

Fax to 888.896.1024 Or email to Linda@ListSmartTexas.com

This Listing Agreement (**Contract**) is between _____
(**Seller**) and List Smart Texas, Inc. a Texas corporation (**Broker**) and provides that, inconsideration for the covenants contained herein, Seller hereby appoints Broker as Seller's exclusive real estate broker limited to those obligations described below:

1. **PROPERTY:** Seller appoints Broker as Seller's exclusive real estate broker and grants to Broker the exclusive right to sell the Property described below, for a term (**Term**) beginning the ____ day of _____ and ending at 11:59 P.M. the ____ day of _____ (**Expiration Date**). The Term shall not exceed 180 days. Upon full execution of a contract for sale and purchase of the Property (**Sales Agreement**), all rights and obligations of this Contract will automatically extend through the date of the actual closing and funding of the Sales Agreement. Seller certifies and represents that Seller is the legal and equitable title holder and entitled to convey the Property and all improvements, and that unless otherwise provided herein, Seller has received no notices of foreclosure, Seller has not filed and is not contemplating bankruptcy. Seller shall continue to timely pay all debts relating to the Property during the Term, and there are no undisclosed material conditions or Property defects.

PROPERTY: "Property" means the land, improvements and accessories described below, except for any described exclusions.

Lot _____ Block _____, Addition _____
CITY _____, Zip Code _____, _____ County, Texas,
Street Address _____

Improvements: The house, garage and all fixtures and improvements attached to the above real property, including but not limited to the following permanently installed and built-in items, if any: equipment, appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, satellite dishes and controls, heating and air conditioning units, security and fire detection equipment wiring, plumbing and lighting fixtures, chandeliers, water softening equipment, kitchen equipment, garage door openers and remotes, central vacuums, shrubbery, landscaping, outdoor cooking equipment, and all other property owned by the seller and attached to the above described real property.

Accessories: Window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, entry gate controls, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, and artificial fireplace logs.

Exclusions: The following will be retained by the Seller and must be removed prior to delivery of possession: _____

The full legal description of the Property is the same as recorded with the Clerk of the County in which the property is located and is made a part of this Contract by reference.

Seller agrees to offer for sale through the services provided by Broker the Property, fixtures and all improvements thereon. All property to be conveyed at the time of sale shall be listed by Seller in the Sales Agreement entered into between Seller and Buyer and shall be transferred free of any liens.

Owners Association: The property is ___ is not ___ subject to mandatory membership in a property owners' association.

Seller's Initials _____, _____ Broker's Initials _____

FINANCING TERMS: NEW MORTGAGE _____ SELLER FINANCING OFFERED _____
FHA _____ VA _____ CASH _____ OTHER FINANCING _____

2. **LISTING PRICE:** The Property and all improvements are offered for sale at a selling price of \$ _____. Seller is solely responsible for determining the appropriate listing price. Seller agrees to sell the Property for the Listing Price or any other price acceptable to the Seller. Seller will pay all typical closing costs charged to sellers of residential real estate in Texas, as set forth in the residential sales contract.

3. **SELLER'S OBLIGATIONS & BROKER COMPENSATION:** The Property and all improvements thereon are offered for sale at the listing price. Seller reserves the right to amend the listing price. Any changes to the listing price will not be effective until submitted to Broker in writing, signed by Seller, and submitted to the MLS by Broker. Broker shall make modifications and changes in the MLS only pursuant to the MLS rules. Seller agrees to make the Property available to prospective Buyers and MLS Members as well as such parties' lenders, appraisers, surveyors, decorators, contractors and agents, at all reasonable hours during the term of this contract. Seller authorizes the use of a lock-box or electronic key-box, as well as showing and appointment of third-party service providers.

3A. Seller authorizes Broker to make an offer of cooperation to all participating brokers in the MLS. Seller authorizes Broker to make an offer of compensation equal to the cooperating commission to all participating Brokers in the MLS who are acting solely as a Buyer's Broker or Transaction Broker (**Cooperating Broker**). Any changes to the cooperating commission will not be effective until submitted to Broker in writing, signed by Seller, and submitted to the MLS by Broker.

3B. Other than the non-refundable \$499.00 Listing Fee Seller agrees to pay Broker upon execution of this Contract, Seller is only required to pay a **Cooperating Commission** of _____% (3% if left blank) to a licensed Cooperating Broker. Seller must pay the Cooperating Commission if, during the term of this Contract (as same may be automatically extended as provided in Section 1) or the protection period, or within 60 days after this Contract expires, Seller transfers the Property to a buyer introduced to the Property by a Cooperating Broker. The term "buyer" is broadly construed to include any individual or entity in any capacity affiliated with the original buyer, and the term "transfer" means any type (or portion) of transfer or conveyance of a legal or equitable interest in the Property, including a lease and / or an option to purchase. Upon the closing and funding of the transfer of the Property the Cooperating Commission will be paid to Cooperating Broker.

3C. Seller must pay the Cooperating Commission, if, within 60 days, after this Contract expires, Seller either enters into a Sales Agreement, or transfers a legal or equitable interest, including a lease, in the Property, to any buyer shown the Property by Cooperating Broker during the term of the Contract. If such agreement or transfer occurs while the Property is listed exclusively with another licensed real estate broker, the provision of this sub-paragraph will not apply. Should Seller default in the performance of a Sales Agreement signed by Seller and a prospective buyer, Seller must pay the Cooperating Commission as if the sale of the Property had been consummated, and Seller shall pay all expenses, including reasonable attorneys fees, incurred in connection with such default or the enforcement of this Contract. Broker will retain the Listing Fee in all circumstances, as consideration for marketing the Property through the MLS. Under this Contract, the Seller can sell the Property to any buyer not procured, represented or referred by a Cooperating Broker, in which case no Cooperating Commission is due.

Notice: The amount or rate of the real estate commission is not fixed by law. They are set by each Broker/REALTOR® individually and may be negotiable between the Seller and Broker/REALTOR®.

Seller's Initials _____, _____ Broker's Initials _____

4. **SELLER'S REQUIREMENTS:** Seller shall provide Broker with all the Property information requested and represents that the information is true and accurate to the best of Seller's knowledge, after diligent inquiry. Seller is responsible for all inaccuracies contained in the information provided to Broker and is responsible for any fines assessed by the MLS against Broker for any MLS infractions caused by Seller as stated below. Seller understands that Broker does not conduct any investigation of the Property to verify the information provided by Seller and is not responsible for the accuracy of the information. Broker shall input the Property information with the local MLS in accordance with local MLS rules and regulations. Broker shall complete a verification form setting forth all of the information provided by Seller and as input in the MLS. Seller agrees to promptly review, verify, sign and return the form.

4A. Seller agrees to notify Broker in writing within 48 hours in the event of any of the following:

- Seller enters into a Sales Agreement
- Seller wishes to change the Listing Price or Cooperating Commission.
- Seller decides not to sell the Property
- Closing date or settlement

4B. Seller, upon entering into a Sales Agreement with a buyer, agrees to notify Broker, within 48 hours, of the fact that Property is under contract, and will advise Broker of the name and phone number of the settlement agent or attorney and provide a complete fully executed copy of the Sales Agreement and all addenda thereto and modifications thereof. Failure to do so may result in a fine by the MLS to Broker, which will be charged to the Seller collectable at closing and/or through judicial action at the option of Broker. Upon the sale of the Property, Seller agrees to deliver to Broker, the following documents or information:

- Copy of signed HUD-1 settlement statement or closing statement
- Copy of signed Sales Agreement including all addenda and amendments, if any, and written verification by the escrow agent that all required deposit(s) have been paid.
- Seller's new address

Seller may not terminate this Contract while the Property is under contract. If this Contract expires while the property is under contract Seller must comply with the above.

4C. Seller may not: Advertise the Property at a price that is lower than the Listing Price; or use the Broker's name or logo in any advertisement placed independently by Seller.

5. **BROKER'S SERVICES:** The Broker's services are strictly limited to the following.

- List the Property on the Multiple Listing Service (MLS), pursuant to the terms of this Agreement, up to a maximum of 6 months.
- Adhere to the provisions of Federal laws, Texas statutes and regulations, including the Texas Real Estate License Act and the Rules of the Texas Real Estate Commission.

INTERMEDIARY: (Check A or B only.)

_____ A. Intermediary Status: Broker may show the Property to interested prospective buyers who Broker represents. If a prospective buyer who Broker represents offers to buy the Property, Seller authorizes Broker to act as an intermediary and Broker will notify Seller that Broker will service the parties in accordance with one of the following alternatives.

- (1) If a prospective buyer who Broker represents is serviced by an associate other than the associate servicing Seller under this Listing, Broker may notify Seller that Broker will: (a) appoint the associate then servicing Seller to communicate with, carry out instructions of, and provide opinions and advice during negotiations to Seller; and (b) appoint the associate then servicing the prospective buyer to the prospective buyer for the same purpose.

Seller's Initials _____, _____ Broker's Initials _____

(2) If a prospective buyer who Broker represents is serviced by the same associate who is servicing Seller, Broker may notify Seller that Broker will: (a) appoint another associate to communicate with, carry out instructions of, and provide opinions and advice during negotiations to the prospective buyer; and (b) appoint the associate servicing the Seller under this Listing to the Seller for the same purpose.

(3) Broker may notify Seller that Broker will make no appointments as described under this Paragraph and, in such an event, the associate servicing the parties will act solely as Broker's intermediary representative, who may facilitate the transaction but will not render opinions or advice during negotiations to either party.

_____ B. No Intermediary Status: Seller agrees that Broker will not show the Property to prospective buyers who Broker represents.

Notice: If Broker acts as an intermediary under Paragraph 9A, Broker and Broker's associates:

- may not disclose to the prospective buyer that Seller will accept a price less than the asking price unless otherwise instructed in a separate writing by Seller;
- may not disclose to Seller that the prospective buyer will pay a price greater than the price submitted in a written offer to Seller unless otherwise instructed in a separate writing by the prospective buyer;
- may not disclose any confidential information or any information Seller or the prospective buyer specifically instructs Broker in writing not to disclose unless otherwise instructed in a separate writing by the respective party or required to disclose the information by the Real Estate License Act or a court order or if the information materially relates to the condition of the property;
- may not treat a party to the transaction dishonestly; and
- may not violate the Real Estate License Act.

CONFIDENTIAL INFORMATION: During this Listing or after it ends, Broker may not knowingly disclose information obtained in confidence from Seller except as authorized by Seller or required by law. Broker may not disclose to Seller any confidential information regarding any other person Broker represents or previously represented except as required by law.

6. LISTING FEE: Seller agrees to pay at the time of entering into this Contract and in the manner provided herein a non-refundable listing fee of \$499.00 for the initial term of this Contract. Should a Cooperating Broker procure a buyer who is ready, able and willing to purchase the Property for the Listing Price identified in paragraph #3 of this Contract, then a sale and transfer to such buyer must occur. The listing fee charged is for placing the initial information into the MLS. Subject to Section 5 there are no other fees charged for subsequent changes made to the information provided to the MLS or cancellation of the listing. Once this Contract is signed the listing fee is non-refundable, however if MLS service is cancelled by Seller prior to the listing being activated in the MLS a \$75.00 administration charge will apply and the balance of the listing fee will be refunded to Seller.

7. BROKER SHALL NOT BE AN ESCROWEE: Other than the listing fee paid by Seller for the Broker's services, Seller shall not tender to Broker or any agent employed by Broker, at any time, any money for deposit or documents to hold on Seller's or Buyer's behalf. Broker's employees are expressly prohibited from accepting any money or documents from Seller. Seller shall not execute a Sales Agreement that stipulates or requires Broker to hold earnest money or a documentary possession escrow.

8. SELLER'S MANDATORY DISCLOSURES AND ADDITIONAL NOTICES: Seller understands and agrees that this Contract will not be a binding agreement until Broker accepts it by signing below. Broker reserves the right to refuse to accept any listing contract submitted in Broker's sole discretion by returning the Contract and the Seller's check or crediting Seller's credit card within 48 hours of receipt of the signed Contract by Broker.

Seller's Initials _____, _____ Broker's Initials _____

A. Owner acknowledges receipt of the TREC Information about Broker's Services Form prior to signing this Contract.

B. If the Property was built before 1978, federal law requires that before a buyer is obligated under a Sales Agreement, the Seller shall:

1. Provide the buyer with a lead hazard information pamphlet as prescribed by EPA;
2. Disclose the presence of any known lead base paint or hazards (including providing the buyer with any lead hazard evaluation report available to Seller);
3. Permit the buyer to conduct a risk assessment or inspection for the presence of lead base paint hazards. A contract for the sale of Property built before 1978 must contain a statutorily prescribed Lead Warning Statement to the buyer.

C. **SELLER'S PROPERTY DISCLOSURE STATEMENT:** Before Broker lists the Property, Seller will provide Broker with a current, fully executed Seller's Property Disclosure Statement. Seller is solely responsible for providing copies of this form to prospective buyers but a copy will be available on MLS for agents to retrieve when necessary. This also includes Sellers who may be exempt from the Real Estate Disclosure Law. Seller will note on these forms all material defects.

A material defect is a problem or condition that:

- Is a possible danger to those living on the Property, or
- Has a significant, adverse effect on the value of the Property, or
- Is hidden, or otherwise not easily discoverable

If the Seller fails to provide these reports and disclose known material defects and/or environmental hazards:

- Seller will not hold Broker responsible in any way
- Seller will protect Broker from any claims, lawsuits, and actions that result
- Seller will pay all of Broker's costs that result. This includes attorney's fees and court ordered payments or settlements
- Broker may cancel the listing with no refund due Seller

The Residential Lead-Based Paint Hazard Reduction Act says that any seller of property built before 1978 must give buyer an EPA pamphlet entitled PROTECT YOUR FAMILY FROM LEAD IN THE HOME. Seller assumes full responsibility for providing this to buyers. A copy is available for download under seller's tools.

D. Fair Housing Laws require the Property to be shown and made available for sale to all persons without regard to race, color, religion, national origin, sex, disability or familial status. Local ordinances may provide for additional protected classes (for example, creed, status as a student, marital status, sexual orientation or age).

E. Broker cannot give legal advice. **READ THIS CONTRACT CAREFULLY.** If you do not understand the effect of this Contract, consult an attorney **BEFORE** signing

9. **REPRESENTATIONS:** Seller represents, warrants and agrees as follows: Seller understands that Seller must comply with all federal, state and local laws concerning fair housing. Seller acknowledges that federal, state, and local laws prohibit discrimination in the sale of property based on race, color, religion, sex, disability, familial status, or national origin. Seller cannot instruct Broker or any person acting as Seller's agent to convey on behalf of Seller any limitations in the sale of the Property based upon any of the foregoing as Broker is also bound by the law not to discriminate.

Seller's Initials _____, _____ Broker's Initials _____

All persons and/or entities authorized to sell the Property have signed this Contract, and the undersigned signature(s) include all person(s) and/or entities, or their duly authorized representatives, who have an ownership interest in the Property. If the individual signing this Contract is acting in a representative capacity, such individual certifies that s/he is legally authorized to enter into this Contract.

Seller has given Broker the information regarding the Property to appear in the MLS. Seller understands that the Property information will be included in the MLS. Such information is accurate and complete and does not omit or fail to disclose any material defects regarding the Property known to Seller, after diligent inquiry by Seller.

Seller shall indemnify, defend and hold Broker and Broker's shareholders, directors, officers, employees, contractors and agents (**Broker Parties**) harmless from and against all claims, demands, suits, damages, liability, losses or expenses (including reasonable attorneys fees) arising out of any misrepresentation, nondisclosure, concealment, nonperformance of any Sales Agreement, or payment or non-payment of any commissions owed by Seller in connection with the sale of the Property, including without limitation, the inaccuracy or incompleteness of any information provided by Seller for listing in the MLS and the non-payment of the Cooperating Commission. Seller is solely responsible for any complaints made by a buyer or prospective buyer before or after possession of the Property with respect to any defects in and material conditions at the Property.

10. **LOCK BOX:** At Seller's option or at Broker's request, Seller may purchase a combination lock box from a retail outlet, or rent an electronic keybox from Broker. Seller shall hold Broker and Broker Parties harmless from all liability, claims, judgments, obligations or demands, including reasonable attorney's fees and court costs, arising as a result of the lock box or key box. Seller should remove or safeguard personal valuables while the box is being used. If the Property is currently being leased, Seller must comply with local laws and the Lease regarding access to the Property and, in most states, advise tenants of the foregoing and obtain tenant's authorization consenting to the use of a box for access to the Property.

11. **OWNERS OF MULTIPLE PROPERTIES:** An owner selling multiple Properties must list each Property individually with Broker and execute separate Contracts.

12. **ENTIRE AGREEMENT:** This Contract contains all covenants between the parties and may only be modified by writing signed by all parties hereto. There are no oral representations made that are not contained herein and no oral modifications of this Contract are allowed.

13. **ASSIGNMENT:** This Contract may not be assigned by the Seller without the express written consent of Broker.

14. **BINDING:** This Contract shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns.

15. **PRIOR AGREEMENTS:** This Contract supersedes all other agreements entered into between the parties and in the event there is a conflict between this Contract and any other agreement between the parties hereto the terms and provisions of this Contract shall control and be binding upon the parties.

16. **NO GUARANTEE OF SALE OF PROPERTY:** Seller understands that this Contract does not guarantee the sale of the Property.

Seller's Initials _____, _____ Broker's Initials _____

17. **LIMITATION OF BROKER'S LIABILITY:** Seller agrees that the limit of Broker's and broker Party's liability under this Contract and/or related to Broker's or Broker Party's performance of the services mentioned herein is strictly limited to the Listing Fee paid to Broker by Seller and no more.

18. **TERMINATION OF CONTRACT:** There is no termination fee in the event the Seller decides to withdraw the Property from the market by giving written notice to Broker at any time while there is not then a contract pending on the Property involving a buyer who was procured by a Cooperating Broker. A refund, minus a \$75.00 administrative charge, will only be provided if the Contract is cancelled before the Property is entered into the Multiple Listing Service (MLS) or in the event that Broker does not accept this Contract. Seller will be provided a copy of the MLS Listing. Once the Property is listed on the MLS, the Listing Fee has been earned by Broker and there will be no refund available.

19. **ATTORNEYS FEES & COSTS:** If a dispute arises between the parties or involving the subject matter of this Contract and litigation is commenced to enforce the provisions herein or interpret the provisions herein, the prevailing party shall be due its reasonable attorney's fees and litigation costs, including appellate attorney's fees & costs by the non prevailing party.

20. **SELLER'S ACKNOWLEDGMENT OF BROKER'S LIMITED DUTIES:** This Agreement creates an exclusive agreement to market the Property and limits the performance requirements of Broker as set forth herein. Seller acknowledges that selling the Property may be complicated and may require professional legal assistance. Seller agrees to obtain such assistance from parties other than Broker, as Seller deems necessary. No other agreement, expressed or implied, shall be held to impose any greater relationship than that set forth herein. Seller waives all claims and causes of action Seller may have against Broker and Broker Parties arising as a result of any act or omission of Broker or Broker Parties. Seller accepts the responsibility to comply with all laws, ordinances, regulations and statutes pertaining to Seller's offer for sale and sale of the Property. Seller does not waive any rights guaranteed by the regulations and statutes of the State of Texas which cannot be voluntarily waived.

Broker is not charged with any responsibility or custody of the Property, its management, maintenance, upkeep or repair. If permitted or unless otherwise directed by Seller, Broker may provide Seller's address and telephone number in the MLS and all affiliated web sites, as well as sales data. Local laws govern the use of lawn signs. Seller should be aware of local regulations or should consult with local authorities prior to placing a sign.

LIMITED SERVICE NOTICE: YOU MUST AGREE TO THE FOLLOWING TERMS AND CONDITIONS IN ORDER TO PURCHASE THIS FLAT FEE LISTING PRODUCT

Broker is a licensed real estate brokerage in the state of Texas. It is a flat-fee limited service company. It does not provide the same services as a "traditional" brokerage. Correspondingly, you are paying a reduced flat fee rather than the more common percentage fee typically charged by full-service brokerages.

There have been isolated instances of reported burglaries of homes on which lockboxes have been placed and for which the lockbox has been alleged to have been used to access the home. In order to minimize the risk of misuse of the lockbox Broker recommends against the use of lockboxes on door handles that can be unscrewed from the outside or on other parts of the home from which the lockbox can be easily removed. Since others will have access to the Property you should remove all valuables or put them in a secure place.

Broker works to maintain its web site and services, but is not responsible for defects that may exist within its web site or any resulting loss of profits or other damages. Broker attempts to accurately enter the information you provide into the multiple listing service. However, Broker does not guarantee error-free service. If you discover any error you must promptly notify Broker so the error can be remedied. Broker is not responsible for any loss or damage suffered by the error.

Broker shall under no circumstances have any liability greater than the amount it received from you for its services. You agree to hold Broker and Broker Parties harmless from all claims, causes of action, or damages arising out of or relating to your providing incomplete and/or inaccurate information to Broker.

BY SIGNING THE FLAT FEE LISTING CONTRACT YOU HAVE AGREED TO THE TERMS AND CONDITIONS STATED ABOVE. IF YOU HAVE NOT READ THESE TERMS AND CONDITIONS OR DO NOT AGREE WITH THEM, THEN YOU SHOULD NOT ORDER THIS FLAT FEE LISTING SERVICE. BY SIGNING THIS CONTRACT, SELLER ACKNOWLEDGES THAT (1) SELLER HAS READ ALL PROVISIONS AND DISCLOSURES MADE HEREIN BEFORE SIGNING AND (2) SELLER UNDERSTANDS ALL SUCH PROVISIONS AND DISCLOSURES AND HAS ENTERED INTO THIS AGREEMENT VOLUNTARILY.

PLEASE SIGN BELOW TO ACKNOWLEDGE THE AGREEMENT AND ABOVE LIMITED SERVICE NOTICE.

AGREED, UNDERSTOOD AND ACCEPTED AS TO ALL TERMS OF THIS CONTRACT.

Signature

Signature

Date

Date

BROKER SIGNATURE _____

_____ Date _____

Please Sign and Fax to 888.896.1024 or email to Linda@ListSmartTexas.com

Appendix A LIMITED SERVICE AGENCY DISCLOSURE

Property Address: _____

A real estate transaction can be very complex, and may require professional advice and assistance from either a licensed real estate broker or an attorney (or both) if you are not familiar with or do not understand the contract forms and addendums necessary to execute a sale.

If there is a buyer's agent or buyer's representative involved in the transaction, THE BUYER'S AGENT (OTHER BROKER) DOES NOT REPRESENT YOU OR YOUR BEST INTEREST. Do not ask the buyer's agent for help or advice during the transaction.

- The other broker will represent the other party in the transaction and will not represent you.
- The other broker may advise his or her client of relevant information related to the negotiations including but not limited to relevant market data, contractual duties, and negotiating strategies.
- The other broker may inform his or her client of any information the other broker received from you.
- You may be placed at a disadvantage if the other party retains the assistance of a broker or an attorney (or both) during negotiations and you do not.
- You should direct any questions about any offer, counter-offer, or any contractual obligations to your broker and not the other broker.
- If you need assistance in preparing or responding to any offer, counter-offer, or notice or if you need assistance at any time through closing you should seek such assistance from your broker or your attorney (or both) and NOT the other broker.
- You should not rely on the other broker to coordinate the transaction, including but not limited to arranging for the completion of your obligations in the transaction and your performance under the contract.
- The amount you pay your broker is negotiable between you and your broker. The amount you pay your broker may depend on the type and amount of services your broker provides.

Seller's Initials _____, _____ Broker's Initials _____

If you feel that you do need assistance or advice beyond the minimal service which your List Smart Texas agent is obligated to furnish pursuant to Texas law, you may contract with your List Smart Texas agent for the additional price of 1% of the Sales Price paid at closing and funding or you may contact the attorney of your choice.

The 1% fee charged by List Smart Texas includes, but is not limited to the following services or acts:

- Providing necessary documents and preparing those documents with a buyer found by the seller.
- Assist the seller and providing necessary documentation to make a counter offer.
- Confirm receipt of any funds and contract with the Title Company.
- Assistance in scheduling inspections and re-inspections as provided under the time frame called for in the contract.
- Negotiate any repairs requested by the buyer during the inspection period.
- Assist seller with buyer's loan pre-qualification.
- Follow up with buyer's lender regarding financing commitments.
- Work with the Title Company preparatory to closing within the time called for by the contract.
- Far surpassing the minimum level of service required by Texas law of licensed real estate brokers.

This is not on a per-contract or per-offer basis; this fee is only payable at the successful closing and funding of the sale. Please note that many properties receive multiple offers and/or have contracts fall through.

Please check one of the following boxes:

- I agree to have List Smart Texas, Inc. assist and advise me during my contract period for a fee of 1% of the Sales Price.
- I do NOT desire to have List Smart Texas, Inc. assist and advise me during my contract period for a fee of 1% of the Sales Price.

Seller Date

Seller Date

List Smart Texas, Inc. ("Broker")

By: _____
Date

Appendix B Broker's Minimum Service Standards:

SECTION 7. Section 1101.557, Occupations Code reads as follows:

Sec. 1101.557. ACTING AS AGENT; REGULATION OF CERTAIN TRANSACTIONS. (a) A broker who represents a party in a real estate transaction or who lists real estate for sale under an exclusive agreement for a party is that party's agent.

(b) A broker described by Subsection (a):

- (1) may not instruct another broker to directly or indirectly violate Section 1101.652(b)(22);
- (2) must inform the party if the broker receives material information related to a transaction to list, buy, sell or lease the party's real estate, including the receipt of an offer by the broker; and
- (3) shall, at a minimum, answer the party's questions and present any offer to or from the party.

(c) For the purposes of this section:

- (1) a license holder who has the authority to bind a party to a lease or sale under a power of attorney or a property management agreement is also a party to the lease or sale;
- (2) an inquiry to a person described by Section 1101.005(6) about contract terms or forms required by the person's employer does not violate Section 1101.652(b)(22) if the person does not have the authority to bind the employer to the contract; and
- (3) the sole delivery of an offer to a party does not violate Section 1101.652(b)(22) if:
 - (A) the party's broker consents to the delivery;
 - (B) a copy of the offer is sent to the party's broker, unless a governmental agency using a sealed bid process does not allow a copy to be sent; and
 - (C) the person delivering the offer does not engage in another activity that directly or indirectly violates Section 1101.652 (b) (22).

Seller Date

List Smart Texas, Inc. ("Broker")

By: _____
Date

Seller Date



Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

11-2-2015



TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

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Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date