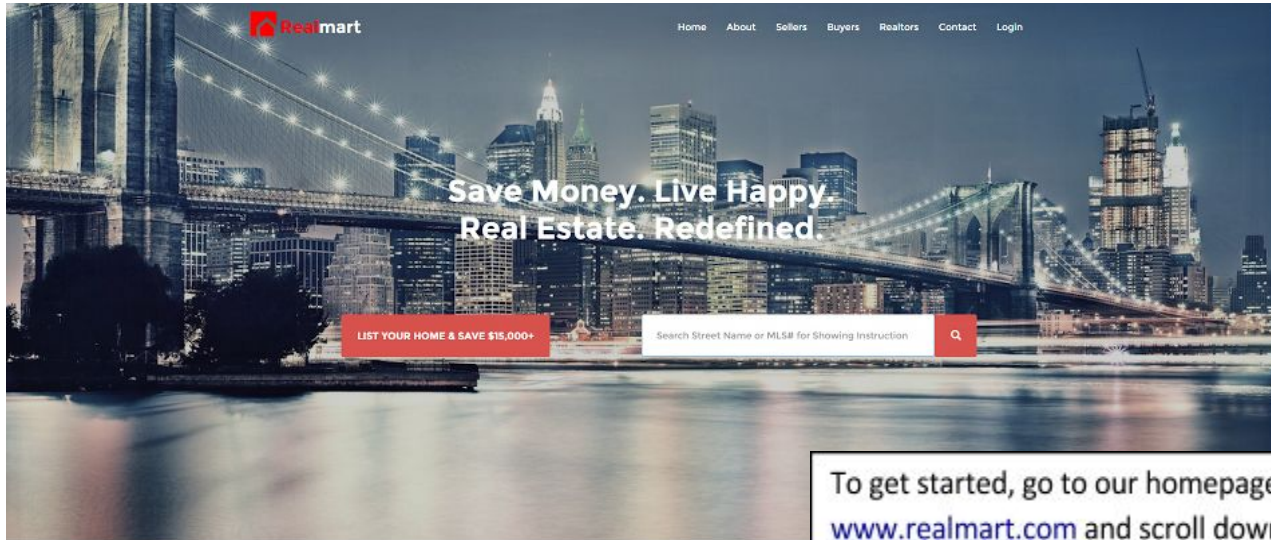


# Realmart.com Sellers' Guide



To get started, go to our homepage [www.realmart.com](http://www.realmart.com) and scroll down to see the different marketing plans.



## \$395 Flat Fee MLS Listing Plan (Hire 1000+ Local Buyer Agents)

### SEE FLAT FEE DETAIL & SIGN UP

- > Six (6) months listing with extensions available
- > List on local MLS with six (6) photos; upgrade to max photos allowed
- > List on Realtor.com, Zillow.com, Trulia.com, Homes.com etc major web sites
- > Also pushed to hundreds of sites including all local realty web sites
- > Unlimited change requests with full e-mail support
- > All buyers or buyer agents can contact seller through our web site
- > Provide you with realtor's "For Sale" sign to avoid negative impression of For Sale By Owner
- > Many options include - professional photos, realtor digital lock-boxes, comparative report, syndication reports, showcase listings etc.
- > Pay ZERO commission to listing agent
- > Pay 2.5% commission ONLY IF a buyer agent sell your home
- > 100% Money Back Guarantee(see details)

[SIGN UP STANDARD MLS](#)

## 1% Full Agency Advantage (\$695 Marketing Deposit, Refund Upon Sale)

### SEE 1% FULL AGENCY DETAILS & SIGN UP

- > Listing until sold with a \$695 refundable marketing deposit
- > Personal consultation and coaching with pricing, staging, showing agent feedback, web hit reporting service
- > Professional photography with virtual tours
- > Professional "FOR SALE" sign post installation (where zoning allows)
- > Realtor digital Lock-box for easy showing and reporting mailed to you
- > Unlimited seller-hosted open houses, agent-hosted open houses upon advance request
- > Dedicated full service agent guidance from contract negotiation, attorney review, inspection issues, until closing
- > Pay 1% or \$3695 (whichever is higher) to listing agent with \$695 refund
- > Pay 2% commission ONLY IF a buyer agent sold your home
- > 100% Money Back Guarantee(see details)

[SIGN UP FULL AGENCY ADVANTAGE](#)

Choose the plan that you would like to purchase.

If you would like to know more about the benefits of this plan, please contact Jack Yao at [admin@realmartrealty.com](mailto:admin@realmartrealty.com) or 888-362-6543.



## New Order

A user account is required to continue.  
Please select one of the options below.

I am a new user.

I already have an account.

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If you have an account, please login and continue from there. If not, please create a new account.



## Create Account

Already have an account? Please [Login](#) to place orders and manage listings

First Name   
Last Name   
Email Address   
Re-Enter Email Address


Enter the code to the right in the text box below



Create Account

Enter your personal info into the spaces provided.

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Save money, live happy

### Listing Wizard -- Main Menu

Account: John Smith

After completing all of the steps below, your listing will be activated on the MLS **within 1 business day.**

<b>Step 1</b> <input type="checkbox"/> Contact Info / Listing Property Address	<a href="#">Complete Step</a>
<b>Step 2</b> <input type="checkbox"/> Property & Listing Information	<a href="#">Complete Step</a>
<b>Step 3</b> <input type="checkbox"/> Optional Upgrades & Payment	<a href="#">Complete Step</a>
<b>Step 4</b> <input type="checkbox"/> Listing Documents	<a href="#">Complete Step</a>
<b>Step 5</b> <input type="checkbox"/> Photographs	<a href="#">Complete Step</a>
<b>Step 6</b> <input type="checkbox"/> Confirmation	<a href="#">Complete Step</a>

[Manage My Listings](#)    [Log Out](#)

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First, complete Step 1, Contact Info/Listing Property Address. Click the box on the right to get started.

Save money, live happy

### Listing Wizard

#### Step 1 -- Contact Info / Listing Property Address

Account: John Smith

**Primary Contact Person**

Please enter the name and contact info for the primary contact person for this listing. These fields were pre-populated by our system, but you can change the info in this section as needed.

**First Name**

**Last Name**

**Primary Phone #** This will be the number used in the MLS for showing appointments and it will be the number RealMart Realty will use to contact you if needed.

**Alternate Phone #**

**Primary Email Address** This email address will be used for all RealMart Realty correspondence.

**Alternate Email Address**

**Company Name**

**Address Line 1**

**Address Line 2**

**City**

**State**

**Zip Code**

**Fax #**

List your private info into the spaces provided. Make sure all information is presented correctly before you move on to the next step.

### Property Owners

Please list each owner separately on their own line. Each owner must have their own email address.

Primary Owner:  Individual  Business/Trust/Estate

Individual First:  Last:  Email:

Additional Owners Email address is required in order to collect signatures via our online document signing system.

Second Owner First:  Last:  Email:

Please contact Realmart Realty if you have more than two owners listed on your title.

### Listing Property Address

Address Number

Street Address Line 1

Street Address Line 2

City

State

Zip Code

County

[Back to Listing Wizard Main Menu](#)  
[Manage My Listings](#) [Log Out](#)

Make sure you list each owner separately on their own line. If there are two or more owners, each will have to sign off the electronic forms.

Each owner must have separate emails.

Press update to save information.

Fill out the listing property address.

lealty x List your home on Local Search x Search x [https://list.realmart.com/cu\\_listing\\_wizard\\_main.aspx?lid=762](https://list.realmart.com/cu_listing_wizard_main.aspx?lid=762)

Once information is completed and verified, press update and there should be a green check next to step 1



### Listing Wizard -- Main Menu

Account: John Smith

After completing all of the steps below, your listing will be activated on the MLS within 1 business day.

- Step 1**  Contact Info / Listing Property Address
- Step 2**  Property & Listing Information
- Step 3**  Optional Upgrades & Payment
- Step 4**  Listing Documents
- Step 5**  Photographs
- Step 6**  Confirmation

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Note: you can always go back and update your information.

Continue to Property & Listing Information

**Listing Wizard**  
**Step 2 -- Property & Listing Information**

Account: john smith

In this section, we require a listing price and a Buyer Broker Commission Percentage. Please research the value of your house and listing price before continuing.

**Price and Commission**

\* Listing Price \$  Omit dollar sign and commas

\* Buyer Broker's Commission Percentage  
Realmart Realty recommends a 3% commission for the buyer's agent. You can offer any commission you want (2.5%, 2.75%, 3.25%, etc). Commissions are not set by any government agency and all commissions are negotiable, however, it is our company policy to offer a minimum commission of 2%.

**Note: We recommend a 2%-3% for the buyer broker's commission rate.**

% (Minimum is 2%) Omit percent sign

**Miscellaneous Property Details**

\* Are you potentially facing foreclosure or is this a "short sale?"  Yes  No

\* Property Type

\* During What Year Was This Home Built?

Please enter the appropriate details about your house.

**Descriptions & Directions**

\* Property Description for MLS

**PLEASE NOTE: You are NOT permitted to include your phone number, email, or personal website in this description textbox below.**

Maximum of 324 characters # characters remaining: 324

Please enter the appropriate details for the descriptions of your house.

\* Directions to Property

Maximum of 150 characters # characters remaining: 75

Property Description for Realtor.com

**PLEASE NOTE: You are NOT permitted to include your phone number, email, or personal website in this description textbox below.**

Maximum of 0 characters # characters remaining: 0

A Realtor.com description is only included with [showcase listings](#). Click the Upgrade button below if you wish to purchase the [showcase listing](#) upgrade.

**Upgrade**

When finished, save and update your information.

Your property information has now been saved.

**Listing Wizard -- Main Menu**

Account: john smith

After completing all of the steps below, your listing will be activated on the MLS **within 1 business day.**

- Step 1**  Contact Info / Listing Property Address Update Step
- Step 2**  Property & Listing Information Update Step
- Step 3**  Optional Upgrades & Payment Complete Step
- Step 4**  Listing Documents Complete Step
- Step 5**  Photographs Complete Step
- Step 6**  Confirmation Complete Step

Continue to optional upgrades and payments

[Manage My Listings](#)

[Log Out](#)

**Listing Wizard**  
**Step 3 -- Optional Upgrades & Payment**

Account: John Smith

Please fill out the form below and click the Continue button at the bottom when you're finished. Select one or more upgrades or check the "I do not wish to purchase any upgrades at this time" check box.

Basic Listing Fee:

Coupon Code:

**Optional Upgrades:**

<input type="checkbox"/> Showcase Listing - More Attractive Listing Online	<input type="text" value="\$100.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Realtor Digital Lockbox - Easy Showing	<input type="text" value="\$199.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Additional MLS Listing For the Same Property	<input type="text" value="\$199.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Direct Extension For Your Listing with Our 888#	<input type="text" value="\$99.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Online Marketing Report - Viewing Statistics	<input type="text" value="\$49.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Comparative Market Analysis Report	<input type="text" value="\$99.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Centralized Showing Service - Never Miss a Showing	<input type="text" value="\$99.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Professional In-Home Video/Photography Service	<input type="text" value="\$199.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Professional Sign Post Installation and Removal	<input type="text" value="\$199.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> 3 Month Listing Extension (Pre-Paid)	<input type="text" value="\$99.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> 6 Month Listing Extension (Pre-Paid)	<input type="text" value="\$149.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Mobile Site, Syndication, Texting, Virtual Tour	<input type="text" value="\$99.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> For Sale Yard Sign	<input type="text" value="\$29.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Four Open House Signs	<input type="text" value="\$29.00"/>	<a href="#">More Info.</a>
<input type="checkbox"/> Combination Lockbox	<input type="text" value="\$29.00"/>	<a href="#">More Info.</a>

Note: You get a \$80 refund for returning the digital lockbox.

On this page, you can select one or more upgrades to our services. Please check the ones you desire or check the "I do not wish to purchase any upgrades at this time" check box if you do not wish to purchase any.

I do not wish to purchase any additional upgrades at this time

**Payment Information:**

Name on Credit Card: First:  Last:   
Credit Card Number:  (no spaces or dashes)  
Credit Card Expiration:    
Credit Card Security Code:

**Billing Address:**

Line 1:   
Line 2:   
City:   
State:   
Zip Code:

[Manage My Listings](#) [Log Out](#)

Enter your payment and billing information. When finished, press continue to go to the confirmation page.

Your order has now been confirmed.



**Listing Wizard -- Main Menu**

Account: john smith

After completing all of the steps below, your listing will be activated on the MLS **within 1 business day.**

- Step 1**  Contact Info / Listing Property Address
- Step 2**  Property & Listing Information
- Step 3**  Optional Upgrades & Payment
- Step 4**  Listing Documents
- Step 5**  Photographs
- Step 6**  Confirmation

Continue to listing documents. You will have to sign off electronic signatures in this step.

[Manage My Listings](#) [Log Out](#)



## Listing Wizard Step 4 -- Listing Documents

[Hide Instructions](#)

To list your home in the MLS (Multiple Listing Service) with Realmart Realty, you are required to complete the four listing documents shown below. Upon completion, the executed documents will be emailed to you and also made available to you on our website by clicking the "My Listing Documents" link in your Main Menu.

It is recommended that you read over each form prior to entering any data and submitting. You can use the **Save Progress & Finish Later** button if you want to come back and finish a form later. After completing each form click the **Submit Form** button located at the bottom of the page.

**Upon completing all of the Listing Steps, the forms will be emailed to all owners for electronic signatures. Please be sure to have all owners check their email so they can sign the documents.**

There are four electronic forms that you must complete. Click on Consumer Notice to begin.

- Consumer Notice
- Listing Agreement
- Seller's Property Disclosure and Lead Paint Disclosure
- MLS Property Profile Sheet

[View Completed Documents for This Listing](#)

[Back to Listing Wizard Main Menu](#)

[Manage My Listings](#)

[Log Out](#)

information to the transaction, such as the buyer's financial ability to pay, and must disclose details of a material nature affecting the prospective buyer's decision to purchase the property which a reasonable inspection by the licensee would disclose. A buyer wishing to be represented by a buyer's agent is advised to enter into a separate written buyer agency contract with the brokerage firm which is to work as their agent.

#### DISCLOSED DUAL AGENT

A disclosed dual agent **WORKS FOR BOTH THE BUYER AND THE SELLER.** To work as a dual agent, a firm must first obtain the informed written consent of the buyer and the seller. Therefore, before acting as a disclosed dual agent, brokerage firms must make written disclosure to both parties. Disclosed dual agency is most likely to occur when a licensee with a real estate firm working as a buyer's agent shows the buyer properties owned by the sellers for whom that firm is also working as a seller's agent or subagent. A real estate licensee working as a disclosed dual agent must carefully explain to each party that, in addition to working as their agent, their firm will also work as the agent for the other party. They must also explain what affect their working as a disclosed dual agent will have on the fiduciary duties their firm owes to the buyer and to the seller. When working as a disclosed dual agent, a brokerage firm must have the express permission of a party prior to disclosing confidential information to the other party. Such information includes the highest price a buyer can afford to pay and the lowest price a seller will accept and the parties' motivation to buy or sell. Remember, a brokerage firm acting as a disclosed dual agent will not be able to put one party's interests ahead of those of the other party and cannot advise or counsel either party on how to gain an advantage at the expense of the other party on the basis of confidential information obtained from or about the other party. If you decide to enter into an agency relationship with a firm which is to work as disclosed dual agent, you are advised to sign a written agreement with that firm.

#### TRANSACTION BROKER

The New Jersey Real Estate Licensing Law does not require licensees to work in the capacity of an "agent" when providing brokerage services. A transaction broker works with a buyer or a seller or both in the sales transaction without representing anyone. A **TRANSACTION BROKER DOES NOT PROMOTE THE INTERESTS OF ONE PARTY OVER THOSE OF THE OTHER PARTY TO THE TRANSACTION.** Licensees with such a firm would be required to treat all parties honestly and to act in a competent manner, but they would not be required to keep confidential information. A transaction broker can locate qualified buyers for a seller or suitable properties for a buyer. They can then work with both parties in an effort to arrive at an agreement on the sale or rental of real estate and perform tasks to facilitate the closing of a transaction. A transaction broker primarily serves as a manager of the transaction, communicating information between the parties to assist them in arriving at a mutually acceptable agreement and in closing the transaction, but cannot advise or counsel either party on how to gain an advantage at the expense of the other party. Owners considering working with transaction brokers are advised to sign a written agreement with that firm which clearly states what services that firm will perform and how it will be paid. In addition, any transaction brokerage agreement with a seller or landlord should specifically state whether a notice on the property to be rented or sold will or will not be circulated in any or all Multiple Listing System(s) of which that firm is a member.

**YOU MAY OBTAIN LEGAL ADVICE ABOUT THESE BUSINESS RELATIONSHIPS FROM YOUR OWN LAWYER. THIS STATEMENT IS NOT A CONTRACT AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.**

#### ACKNOWLEDGEMENT OF RECEIPT OF CONSUMER INFORMATION STATEMENT (CIS)

**FOR SELLERS AND LANDLORDS:** By signing this Consumer Information Statement, I acknowledge that I received this Statement from Realmart Realty LLC (name of Brokerage) prior to discussing my motivation to sell or lease or my desired selling or leasing price with one of its representatives.

SELLER / LANDLORD: John Smith DATE: \_\_\_\_\_

**FOR BUYERS AND TENANTS:** By signing this Consumer Information Statement, I acknowledge that I received this Statement from \_\_\_\_\_ (name of Brokerage) prior to discussing my motivation or financial ability to buy or lease with one of its representatives.

BUYER / TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**DECLARATION OF BUSINESS RELATIONSHIP:** I, Qiurban Yap (name of Licensee) as an authorized representative of Realmart Realty LLC (name of Brokerage) intend as of this time to work with you as a **CHECK ONE:**

- Seller's Agent Only
- Buyer's Agent Only
- Transaction Broker Only
- Seller's Agent and Disclosed Dual Agent if the opportunity arises
- Buyer's Agent and Disclosed Dual Agent if the opportunity arises
- Seller's Agent on properties on which this firm is acting as the seller's agent and transaction broker on other properties

After opening and reading the consumer notice, sign your name at the bottom of the document.





Your signature has now been saved.

### Listing Wizard Step 4 -- Listing Documents

[Hide Instructions](#)

To list your home in the MLS (Multiple Listing Service) with RealMart Realty, you are required to complete the four listing documents shown below. Upon completion, the executed documents will be emailed to you and also made available to you on our website by clicking the "My Listing Documents" link in your Main Menu.

It is recommended that you read over each form prior to entering any data and submitting. You can use the **Save Progress & Finish Later** button if you want to come back and finish a form later. After completing each form click the **Submit Form** button located at the bottom of the page.

*Upon completing all of the Listing Steps, the forms will be emailed to all owners for electronic signatures. Please be sure to have all owners check their email so they can sign the documents.*

- Consumer Notice
- Listing Agreement 
- Seller's Property Disclosure and Lead Paint Disclosure
- MLS Property Profile Sheet

Next, go to the listing agreement.

[View Completed Documents for This Listing](#)      [Back to Listing Wizard Main Menu](#)  
[Manage My Listings](#)      [Log Out](#)

Note: This Middlesex county MLS form is just an example. Your form will differ depending on your location.

Please fill out this form to the best of your ability. If you do not know something, leave it blank.

Instructions: [REDACTED] required information that must be

#### THE MIDDLESEX COUNTY MULTIPLE LISTING SYSTEM, INC. EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT



Rev. Date 9/17/2013

1. SELLERS John Smith appoint  
BROKER (Agency), REALMART REALTY LLC MLS# [REDACTED]

Address 1110 HAMILTON BLVD, SUITE 2A SOUTH, PLAINFIELD 07080

Phone: 732-727-2280, exclusive agent and give BROKER the sole and exclusive right to sell the property known as 1110 Hamilton Blvd S Plainfield NJ 07080

for \$400,000.00 acceptable terms conv. cash, fha to lease or rent the property. [REDACTED] beginning on [REDACTED] continuing until midnight [REDACTED] **SELLER** ← start

the exclusive right to place his or her signs on the property and remove all others, the right to advertise the property and to take any other action to sell the property. Advertising includes, without limitation, placing the property on internet sites owned by the BROKER, the BRO

Multiple Listing System, Inc., and third parties. The SELLERS agree to assist and fully cooperate in the sale of the property. I represent that this property is not listed in any manner with any other broker.  
Internet Display  Y  N; if Yes, Property Address Display  Y  N; Lockbox  Y  N  
sketches relating to the SELLERS property will be aggregated with that of other properties listed by participants in the MLS. BROKER and S to copyright and disseminate to any source all data provided by BROKER and SELLER and to hold the MCMLS harmless for its use.

I submit this listing to be published and distributed by the Middlesex County Multiple Listing System, Inc., (MLS) to the best of my ability. I may then act as Subagent of the BROKER or as Buyer's Agent or as Transaction Broker as indicated below, and the BROKER will immediately inform the MLS of all changes authorized by the SELLERS and will also notify the MLS as to sales or rental information including price.

#### 3. COMMISSION ON SALE, LEASE OR RENT, OR EXCHANGE:

AS SELLERS OR LANDLORDS, YOU HAVE THE RIGHT TO INDIVIDUALLY REACH AN AGREEMENT ON ANY FEE, COMMISSION OR OTHER VALUABLE CONSIDERATION WITH ANY BROKER. NO FEE, COMMISSION OR OTHER CONSIDERATION HAS BEEN FIXED BY ANY GOVERNMENTAL AUTHORITY OR BY ANY TRADE ASSOCIATION OR MULTIPLE LISTING SERVICE. Nothing herein is intended to prohibit an individual broker from establishing a policy regarding the amount of fee, commission, or other valuable consideration to be charged in transactions by the BROKER. SELLERS agree to pay BROKER a Sale Commission of 3.00; a Lease or Rental Commission of [REDACTED] and a Lease

Now, continue to fill in the information on this form. Note: The areas highlighted in pink are required.

You do not need to fill out start date and end date. We will fill it out for you.

Renewal Commission of 11% on each one-year renewal of the lease if, the sale or exchange, or lease of this property or any part of it, is made by BROKER, cooperating agent, SELLERS, or any person during the term of this listing agreement. This commission shall be payable on closing of title or signing of lease.

**4. BROKER PROTECTION:**

Above commission shall also apply if the property is placed under contract of sale or lease 00000 months after the expiration or termination of this listing agreement to a prospect who has been shown the property during the term of the listing, and the property is not the subject of a valid listing agreement with the broker at the time the property is placed under contract or leased.

**5. COMMISSION SPLIT:**

Listing brokers usually cooperate with other brokerage firms by sharing information about their listings and offering to pay part of their commission to the firm that produces a buyer. This is generally referred to as the "commission split." Some listing brokers offer to pay commission splits of a portion of the gross commission. Other listing brokers usually expressed as a percentage of the selling price, minus a significant dollar amount. Other listing brokers offer a portion of the gross commission minus only a minimal listing fee or minus zero.

The amount of commission split your broker offers can affect the extent to which your property is marketed to prospective buyers working with licensees from other brokerage firms. On this listing, the broker is offering a commission split of 3.00% of the gross commission. If you feel that this may result in your property receiving less than maximum exposure, you should discuss those concerns with the listing salesperson or his/her supervising broker before signing this listing agreement. The owner(s) acknowledge having read this statement on commission split.

**6. AGENCY ARRANGEMENTS:**

**BROKER intends to work with Sellers/Landlords as:**

- Sellers'/Landlords' Agent.
- Sellers'/Landlords' Agent and Disclosed Dual agent if the opportunity arises.
- Transaction Broker.

**Sharing of Listing Broker's compensation is authorized as follows:**

Subagents	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	Amount of Compensation	
Buyer-Brokers	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	Amount of Compensation	<u>3.00</u>
Transaction Broker	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> no	Amount of Compensation	

SELLERS and SELLERS' AGENT understand that if a Buyer has been obtained by a Buyer-Agency, which has an Exclusive Buyer-Agency Contract with that Buyer, in such a case the Buyer-Agent is representing the Buyer and has no relationship, fiduciary or otherwise, with the SELLERS or SELLERS' AGENT, regardless of participation in brokerage fees. BY SIGNING THIS LISTING AGREEMENT, SELLERS OR LANDLORDS ACKNOWLEDGE THEY RECEIVED THE CONSUMER INFORMATION STATEMENT ON NEW JERSEY REAL ESTATE RELATIONSHIPS.

Continue reading the form and fill in the required information.

Note: The percentage of the buyer broker's commissions should remain the same.

**8. ADDENDUM/ADDENDA ATTACHED:**  Y  N Number of Attachments: 1

There are no other agreements or conditions other than those stated in this listing agreement and its attachments. All blanks must be filled in. N/A = not applicable. Any written changes must be initialed by SELLER.

Residential  Condo/Twnhse  Co-op  2-4 Family  Adult  Rental  Land  Commercial  Business Opportunity

ITEMS INCLUDED: STOVE  MICRO  DW  WASHER  DRYER  REFRIG  FREEZER

ITEMS EXCLUDED:

Listing Agent Signature QIZHAN YAO (L.S.)  
Date Signed \_\_\_\_\_  
Agency Authorized Representative Signature QIZHAN YAO  
Date Signed \_\_\_\_\_

Signature of Seller (Husband & Wife & all owners must sign) \_\_\_\_\_ (L.S.) Date signed \_\_\_\_\_  
Signature of Seller \_\_\_\_\_ (L.S.) Date signed \_\_\_\_\_  
Seller's Mailing Address 1110 Hamilton Blvd. S Plainfield NJ 07080  
and Seller's Phone No. 732727273

Next, enter your address and phone number.

Make sure the property address is correct.

**Exclusive Agency Addendum**

Property Address: 1110 Hamilton Blvd  
S Plainfield NJ 07080

This Agreement is in addition to the Listing Agreement to which this is attached and acknowledges the Seller's right to sell his/her property. Therefore, the following sentence as contained in Section 7, "OTHER OBLIGATIONS OF SELLERS:" is not applicable: "SELLERS agree to refer to BROKER every person who contacts SELLERS directly during the term of this agreement concerning this listing or the sale, lease or exchange of this property and direct that all negotiations for a sale, lease or exchange shall be made through BROKER named in this listing agreement."

In the event that Seller should sell his/her property without the assistance of either the listing broker or a selling broker, the terms referring to "Exclusive Right to Sell" shall be replaced with "Exclusive Agency". Exclusive Agency ("EA") listing is defined as a listing whereby the seller has the right to sell the property directly to a prospective purchaser regardless of the listing agency's commission amount. "EA" listings shall permit the seller to place "by owner" sign(s) on the property.

For any such sale, the Seller shall promptly provide to the Listing Broker a copy of the executed contract of sale and the closing statement (HUD-2 a/k/a RESPA statement).

**Note:** In the event that your property is shown by a real estate agent to a person who subsequently purchases the property directly from you, you will be responsible to pay the commission as per listing agreement.

Sign your name adhering to the commission principle.

Seller's acceptance: \_\_\_\_\_ John Smith \_\_\_\_\_  
Signature Print name Date

Seller's acceptance: \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Signature Print name Date

Listing Agency's Name: REALMART REALTY LLC

Listing Broker/Agent approval: \_\_\_\_\_ QIZHAN YAO \_\_\_\_\_  
Signature Print Name

Date of approval: \_\_\_\_\_



New Jersey Office (Mailing Address)  
1110 Hamilton Blvd, Suite 2A, South Plainfield, NJ 07080  
New York Office  
1745 Broadway, 17th Floor, New York, NY 10023  
Tel: 732-727-2285, Fax: 732-727-2280  
Email: [Info@RealMartRealty.com](mailto:Info@RealMartRealty.com)

**REAL ESTATE LISTING AGREEMENT**  
Exclusive Right to Sell- Limited Service

Street Address	1110 Hamilton Blvd		
City:	S Plainfield	County:	
State:	NJ	Zip:	07080
Owner Name:	John Smith	Phone:	7327277273
Owner Email:	jsmith@realmartrealty.com		
Owner 2 Name:		Phone:	
Owner 2 Email:			

Again, confirm your information. Additionally, provide your email address in the space below.

Remember to have different emails for different owners.

Price: \$ 400,000.00 OWNER is solely responsible for determining the listing price.

**4. Cooperating Broker Commission:** OWNER does not want to be represented by any real estate company, including BROKER. In return for listing the Owner's information on said MLS, the OWNER has paid BROKER a flat fee upfront and no other money is due BROKER for the listing of this property. During the life of this contract, if any Agency/Brokerage including listing BROKER, finds a buyer who is ready, able, and willing to buy said property at said price and terms, or any other price or terms to which the OWNER may agree in writing, the OWNER hereby agrees to pay a commission of 3.00% (3.00%) upon closing of title. All of this commission will be paid to the buyer's Agency, minus a \$150 administrative fee due to listing BROKER. The \$150 is a standard processing fee paid by buyer's agency to BROKER at closing. There is no extra fee paid by the OWNER. It is expressly understood that this is an Exclusive right to sell agreement and as such, the OWNER reserves the right to sell, lease, or exchange the Property to the OWNER finds and procures on his/her own, without further obligation for a commission to BROKER or any Broker (if a broker has already been paid his listing fee up front)

Confirm the buyer broker's commission for the last time.

Note: the OWNER agrees to notify broker within 24 hours of accepting an offer of sale or lease by email or faxing the fully executed contract of sale to broker. It must include identity of all parties, price, and terms of contract. If OWNER fails to comply with this provision, OWNER agrees to defend, indemnify and hold broker harmless of any and all fines, fees and penalties, arising out of or resulting from Owner's failure to timely fax back of the executed contract.

If a Cooperating Broker procures the buyer, OWNER will pay the agreed % of the sale price at closing/title. The Cooperating Broker will be representing their buyer as a Buyer's Agent OR Brokers Agent as outlined in the Agency Relationship Disclosure Form. BROKER will post commission rate (as required on the MLS) to the respective types of Cooperating Brokers with the understanding that ONLY one commission will be paid,

by the OWNER, to the ONE Cooperating Broker that sells the property. We recommend that you be competitive with other homes on the market by offering 2-3%. If there is NO Cooperating Broker, then NO commission will be paid at closing.

**13. Rental Of Property:** Should the OWNER desire to rent the property during the period of this agreement, the BROKER is hereby granted the sole and exclusive right to rent the property, exclusive "FOR RENT" sign privilege and the OWNER agrees that a rental commission of \_\_\_\_\_ month (usually 1 month) to be paid to the BROKER. Owner also agrees that BROKER may cooperate with another agency to secure the tenant for a split of the commission for \_\_\_\_\_ month (usually 0.5 month). The co-broker commission will be paid to the renter's Agency, minus a \$100 administrative fee due to listing BROKER. The \$100 is a standard processing fee paid by renter's agency to BROKER. There is no extra fee paid by the OWNER. The applicable commission for the first year of the lease is due and will be paid upon date of occupancy. No commission for any subsequent year of the lease, or renewal unless OWNER asked the BROKER to execute a new lease for the tenant.

Please Select:  OWNER Pay Rental Commission  TENANT Pay Rental Commission

**14. Home Warranty:** OWNER to provide Buyer with a HOME WARRANTY at Owner's expense at time of closing.

Please Select:  Yes  No See our website for additional info available about Home Warranties. Free Coverage for OWNER during the term of the listing and a full 12 month coverage for the buyer after closing.

**15. Optional Contract Negotiation Service At 0.5%:** Contract negotiation is the most important part of the listing broker role. However, many brokers fail to perform this task and always ask seller to drop their price, rather than protect the seller's bottom line. Owners who negotiate directly with buyer or buyer's agent risk exposing their price bottom line easily without a broker protecting them. For many owners, it is like playing "Texas Poker" with your cards shown to your opponent. BROKER will act as negotiator on behalf of OWNER. There will be 0.5% Commission Paid by OWNER at closing for Realmart Realty.

Please Select:  ACCEPT  DECLINE Contract Negotiation Service Provided By BROKER.

Electronic signatures are now legal in the State. By typing or signing your name you are accepting this contract in its entirety.

<b>John Smith</b>	_____	_____
Owner Print Name	Owner Signature	Date
_____	_____	_____
Owner 2 Print Name	Owner 2 Signature	Date
Qizhan "Jack" Yao	_____	_____
Realmart Realty Broker	Broker Signature	Date

Important note: Please be advised that any potential buyers brought to your home by a licensed real estate agent can not purchase directly through you agents are protected through the process called procuring cause, those buyers must submit a through that showing agent. Disclaimer: Real estate commissions are negotiable.


Owner Initials \_\_\_\_\_

Lastly, confirm your electronic signature.

1 of 4 >

Note: You can always save the form and come back to it later; however, you will not be able to edit the form after you have submitted it.

Submit the form and you will be returned to the documents page.



**Listing Wizard**  
**Step 4 -- Listing Documents**

[Hide Instructions](#)

To list your home in the MLS (Multiple Listing Service) with Realmart Realty, you are required to complete the four listing documents shown below. Upon completion, the executed documents will be emailed to you and also made available to you on our website by clicking the "My Listing Documents" link in your Main Menu.

It is recommended that you read over each form prior to entering any data and submitting. You can use the **Save Progress & Finish Later** button if want to come back and finish a form later. After completing each form click the **Submit Form** button located at the bottom of the page.

*Upon completing all of the Listing Steps, the forms will be emailed to all owners for electronic signatures. Please be sure to have all owners check their email so they can sign the documents.*

- Consumer Notice
- Listing Agreement
- Seller's Property Disclosure and Lead Paint Disclosure
- MLS Property Profile Sheet

[View Completed Documents for This Listing](#)     [Back to Listing Wizard Main Menu](#)  
[Manage My Listings](#)     [Log Out](#)

Next, move on to the Seller's Property Disclosure and Lead Paint Disclosure form.





### SELLER'S PROPERTY CONDITION DISCLOSURE STATEMENT

Enter your name and address on the top of the form. Then, complete the form to the best of your ability. Submit when you are finished.

1 **Property Address:** 1100 Hamilton Blvd  
 2 **City/ State/ Zip:** S Plainfield NJ 07080  
 3 **Seller:** John Smith  
 4  
 5

6 The purpose of this Disclosure Statement is to disclose, to the best of Seller's knowledge, the condition of the  
 7 Property, as of the date set forth below. The Seller is aware that he or she is under an obligation to disclose any  
 8 known material defects in the Property even if not addressed in this printed form. Seller alone is the source of all  
 9 information contained in this form. All prospective buyers of the Property are cautioned to carefully inspect the  
 10 Property and to carefully inspect the surrounding area for any off-site conditions that may adversely affect the  
 11 Property. Moreover, this Disclosure Statement is not intended to be a substitute for prospective buyer's hiring of  
 12 qualified experts to inspect the Property.  
 13

14 If your property consists of multiple units, systems and/or features, please provide complete answers on all  
 15 such units, systems and/or features even if the question is phrased in the singular, such as if a duplex has multiple  
 16 furnaces, water heaters and fireplaces.  
 17

18 **OCCUPANCY**  
 19 Yes No Unknown     
 20  1 Age of House, if known



Your information has now been saved.

### Listing Wizard Step 4 -- Listing Documents

[Hide Instructions](#)

To list your home in the MLS (Multiple Listing Service) with Realmart Realty, you are required to complete the four listing documents shown below. Upon completion, the executed documents will be emailed to you and also made available to you on our website by clicking the "My Listing Documents" link in your Main Menu.

It is recommended that you read over each form prior to entering any data and submitting. You can use the **Save Progress & Finish Later** button if want to come back and finish a form later. After completing each form click the **Submit Form** button located at the bottom of the page.

*Upon completing all of the Listing Steps, the forms will be emailed to all owners for electronic signatures. Please be sure to have all owners check their email so they can sign the documents.*

- Consumer Notice
- Listing Agreement
- Seller's Property Disclosure and Lead Paint Disclosure
- MLS Property Profile Sheet

[View Completed Documents for This Listing](#)      [Back to Listing V](#)  
[Manage My Listings](#)      [Log Out](#)

Lastly, complete the MLS Profile Sheet. This information will be used by the buyer agents to attract potential buyers to your house.

Note: This Middlesex county MLS form is just an example. Your form will differ depending on your location.

**MIDDLESEX COUNTY**  
MULTIPLE LISTING SYSTEM PROPERTY PROFILE SHEET

Instructions: ■ required information that must be provided. **RES** RESIDENTIAL ONE FAMILY

Please fill out this form to the best of your ability. If you do not know something, leave it blank. But to increase the speed in which we can list your property, please fill in as much info as possible

**AD** 1110 Hamilton Blvd **ZIP** 07080 **LP** \$400,000  
STREET # (STNO) (N,S,E,W) STREET NAME (CP) (STNAM) ZIP CODE LIST PRICE


**SE** **SCHOOL** **TAX/YR**  
SECTION, SUBDIVISION, OR DEVELOPMENT SCHOOL DISTRICT (PRIMARY/INTERMEDIATE/HIGH) TOTAL ANNUAL TAXES TAX YEAR USED

- GENERAL INFORMATION -

**TYPE** (1-Req'd)  1-STORY BLEVEL  OTHER RANCH  2-DUPLEX FRAME  (1 Req'd if Type=Other, Choose 1)  EXTRIHOUS  HANDYMAN **ROOMS** **FBATH** **SQFT** **YRBLT**  YRBLT  YRBLT  YRBLT  YRBLT







Please fill out this form as complete and precise and possible. If you are unsure about the information at this time, please leave it blank.

Once you have submitted all the documents, you will be returned to the original checklist page.

  
Save money, live happy

**Listing Wizard -- Main Menu**  
Account: john smith

After completing all of the steps below, your listing will be activated on the MLS **within 1 business day.**

<b>Step 1</b> <input checked="" type="checkbox"/>	Contact Info / Listing Property Address	
<b>Step 2</b> <input checked="" type="checkbox"/>	Property & Listing Information	
<b>Step 3</b> <input checked="" type="checkbox"/>	Optional Upgrades & Payment	
<b>Step 4</b> <input checked="" type="checkbox"/>	Listing Documents	
<b>Step 5</b> <input type="checkbox"/>	Photographs	
<b>Step 6</b> <input type="checkbox"/>	Confirmation	

Manage My Listings      Log Out

Next, upload the photographs to be submitted to the MLS.

### Listing Wizard Step 5 -- Photographs

**Please Note:** Your listing has not been upgraded to a showcase listing. [Click for more information about showcase listings](#)  
 Upgrade to a Showcase Listing and upload up to 25 photos for your listing, advertise open houses on Realtor.com, and post your own 2500 character custom description on Realtor.com.

[Upgrade to Showcase](#)



With the Standard MLS listing plan, you can upload up to 6 pictures on the MLS. If you wish to add up to 25 pictures, you can upgrade to the showcase listing the clicking the button here.

Photos for Your Listing:	# Allowed	# Used	# Remain
	6	0	6

You do not have any photos in the system for this listing

Otherwise, proceed to add photos

[Add Photos](#)

[Back to Listing Wizard Main Menu](#)

[Manage My Listings](#)      [Log Out](#)

### Listing Wizard Upload Photographs

Account: john smith

*Please Note:* A front exterior photo is required. If your home was previously listed with another Realtor, you are not permitted to use the photos from that listing unless you personally took the photos OR if you have written permission from the previous agent. Photos with watermarks, ie logos, superimposed type, etc. are not allowed and will be discarded.




Drag and upload photos. You can change the order your photos appear later. When you are satisfied, upload and submit your photos.

[Back to List of Photos](#)  
[Back to Listing Wizard Main Menu](#)

[Manage My Listings](#)      [Log Out](#)



## Listing Wizard Step 6 -- Listing Confirmation

Please review your listing information below. If all of the information is correct then click the "Submit Listing" button.  
Click any of the "Edit" icons (  ) in the section headers to modify the information in that section.

-->

**STEP 1**  
**Contact Info / Listing Property Address** 

**Primary Contact Person**  
John smith  
Primary: 7327327322  
Primary: jwang22122@gmail.com

**Property Owner(s)**  
John Smith


**Listing Property Address**  
1110 Hamilton Blvd  
S Plainfield, NJ 08816

**STEP 2**  
**Property & Listing Information** 


**Price and Commission**  
Listing Price: \$400,000  
Buyer's Broker's Commission Percentage: 3%

**Miscellaneous Property Details**  
Are you potentially facing foreclosure or is this a "short sale?": No  
Is property residential?: Yes  
During what year was home built: 1978


**Descriptions and Directions**  
Your description(s) and directions have been entered.  
Click the EDIT icon above (  ) to view and/or modify your description(s) and directions.

**STEP 3**  
**Optional Upgrades & Payment** 

**Optional Upgrades**  
No upgrades were purchased

**STEP 4**  
**Listing Documents** 

**All four listing documents have been completed**

If you need to edit your forms or if you would like to review them before submitting, you can click the edit icon (  ) above. Once we list your home in the MLS you will be able to log back in to request changes to items such as the property description, sales price, buyer-broker's commission, etc. If you have additional questions, please contact us at [Admin@RealmartRealty.com](mailto:Admin@RealmartRealty.com).

**STEP 5**  
**Photographs** 

**1 photograph has been uploaded**

Click the EDIT icon above (  ) to view photos and/or change the photos, descriptions, or order.

**REMINDER:** Your photos will be placed in the MLS in the order you submit them. If you would like to adjust the display sequence of the photos, then do so on the Photographs screen by clicking the EDIT icon above. When you are finished, then return to this Listing Confirmation screen to submit your listing.

Lastly confirm all the information  
you have entered is correct

### Disclosure:

Realmart Realty has affiliated business relationships with Mortgage Referral Network (they can help with pre-qualifying your buyers), Liberty Mutual Insurance (can provide insurance quotes for you or your potential buyers upon request), Home Warranty of America (they provide home warranty coverage for seller and 13 months for the buyer) and multiple full-service real estate brokerages such as Keller Williams, RE/Max, Coldwell Banker, and others through Realtor Referral Exchange program. This relationship is to facilitate OPTIONAL full service representation should you decide to take advantage of the "100% Money Back Guarantee" or the upgraded "Realmart Full Service" representation or to assist you with purchasing your next home. While you are listed with Realmart Realty, you may receive calls or emails from representatives from Realmart Realty or our affiliated businesses to see if we can offer an additional services to help you sell your home.

Check the box to acknowledge that you have read and understand the above disclosure.

**Submit Listing**


[Back to Listing Wizard Main Menu](#)

[Manage My Listings](#)

[Log Out](#)



One last step. Each owner will receive emails for the property listings. Each owner must sign off the forms.



### Listing Wizard Listing Completed



**You're not done yet.**

Your listing is almost ready to go. Each owner of the property will receive an email from our e-Signature system with a link to sign the listing documents. Be sure to have each owner check their email and sign the docs ASAP.

When the signing process is complete your listing will be placed into the MLS within one business day. Once your listing is active in the MLS you will receive an email from Realmart Realty with a copy of your MLS listing.

If you need help with the signing process please contact [Admin@RealmartRealty.com](mailto:Admin@RealmartRealty.com)

OK

Realmart Realty Documents for E-Signature Inbox x

**Qizhan** <Services@sertifi.net> 12:22 PM (5 minutes ago) ☆

to me ▾

Qizhan "Jack" Yao has prepared documents for your signature named 'Realmart Realty Listing Documents'

Listing documents require your e-Signature

The Realmart Realty E-Sign Solution allows you to review and sign documents in an electronic environment. It's easy and secure. Click the link below to view the documents or cut and paste the following URL in your browser:  
<http://esign.settleware.net/realmartrealty/r.aspx?YH0I7dEGIVCO>

If you have any questions related to documents or wish to contact Qizhan "Jack" Yao, please email at: [notice@realmartrealty.com](mailto:notice@realmartrealty.com)

Powered by Settleware Electronic Signature Services. <http://www.settleware.com>

<https://esign.settleware.net/realmartrealty/stream.aspx?Passthrough=1&roomid=AQAfw0Z>

Now, check your email. There should be a link that will take you to all the online documents you must sign off.

**Sender**

**Qizhan "Jack" Yao**  
[notice@realmartrealty.com](mailto:notice@realmartrealty.com)

Qizhan "Jack" Yao 07/20/2015 11:21 AM CST  
Listing documents require your e-Signature

Post any questions/comments

[Attach File](#)

**Signature Documents**

-  **Consumer Notice**  
Created on 07/20/2015 11:21 AM CST
-  **Seller's Property Disclosure**  
Created on 07/20/2015 11:21 AM CST
-  **Listing Agreement**  
Created on 07/20/2015 11:21 AM CST

Finally, review and sign each document where it is marked by a green arrow inside of the documents. We will do the rest of the work for you.

YOU MAY OBTAIN LEGAL ADVICE ABOUT THESE BUSINESS RELATIONSHIPS FROM YOUR OWN LAWYER. THIS STATEMENT IS NOT A CONTRACT AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

ACKNOWLEDGEMENT OF RECEIPT OF CONSUMER INFORMATION STATEMENT (CIS)

FOR SELLERS AND LANDLORDS: By signing this Consumer Information Statement, I acknowledged that I received this Statement from John Smith (name of Brokerage) prior to discussing Realmart Realty LLC one of its representatives.

SELLER / LANDLORD: John Smith

DATE: 07/20/2015

FOR BUYERS AND TENANTS: By signing this Consumer Information Statement, I acknowledged that I received this Statement from \_\_\_\_\_ (name of Brokerage) prior to discussing my motivation or financial ability to buy or lease with one of its representatives.

BUYER / TENANT: \_\_\_\_\_

DATE: 07/20/2015

DECLARATION OF BUSINESS RELATIONSHIP: I, Qizhan Yao (licensee) as an authorized representative of Realmart Realty LLC (licensee) work with you as a (CHECK ONE):  
20150720112109091

- |   |   |
|---|---|
| <input type="checkbox"/> Seller's Agent Only                | <input type="checkbox"/> Seller's Agent and Disclosed Dual Agent if the opportunity arises  |
| <input type="checkbox"/> Buyer's Agent Only                 | <input type="checkbox"/> Buyer's Agent and Disclosed Dual Agent if the opportunity arises   |
| <input checked="" type="checkbox"/> Transaction Broker Only | <input type="checkbox"/> Seller's Agent on properties on which this firm is acting as the seller's agent and transaction broker on other properties |

Example: Sign your name electronically by typing it in. Then, check the acknowledgement box and press submit.

Submit Here

I am applying an e-signature in my name to this document and have read the Consumer Disclosure

Submit Electronically