

## **PAPERWORK**

All owners must sign all the required paperwork. We cannot list your property on the MLS until we have received all of the completed paperwork. The required paperwork is generated online and then sent to each owner via email for their electronic signature. All owners will be able to view the documents prior to electronically signing them and save or print them after they have been electronically signed.

The required paperwork includes: Listing Agreement, Agency Relationship Disclosure, MLS Data Sheet, Seller's Disclosure (required for all residential properties including vacant land) and Lead-Based Paint Disclosure. If you have any questions or need assistance with the paperwork, let us know and we will assist you.

## **YARD SIGN:**

**THE MLS DOES NOT PERMIT ANY OTHER SIGNS EXCEPT THE BROKER'S YARD SIGN.**

Michigan Law requires that all Realtor signs display the Broker Name and Phone Number. You must order/purchase a yard sign from us if you would like to use one. Any other signs on the property are prohibited including For Sale/Rent by Owner signs. You can purchase a Yard Sign through your Client Profile for \$35 and includes shipping.

Yard Signs are corrugated plastic 18" x 24" and include a metal H stake.

Yard Signs are not permitted to be displayed until the property has been listed on the MLS.

## **COMPARATIVE MARKET ANALYSIS:**

A Comparative Market Analysis is included with some of our listing options upon request or can be purchased through your Client Profile for \$35.

Most of the information we need to prepare your Comparative Market Analysis will be provided by you on your listing paperwork. We will prepare and email your Comparative Market Analysis to you within 24 hours (excluding weekends and holidays) after you have completed and signed your listing paperwork. A Comparable Market Analysis is not available for properties listed for Rent/Lease.

## **PROPERTY DESCRIPTION:**

You must submit the property description through your Client Profile on our website. The MLS allows up to 800 characters which includes letters, numbers, spaces and punctuation for the property description. You should refrain from using symbols (&, #, etc.) as they do not always translate well on the MLS or 3rd party websites. The MLS does not allow Seller's contact info in the property description.

The property description is to be written as one paragraph. If the property description is submitted in any other format besides one paragraph, it will be converted to one paragraph.

## PROPERTY PHOTOS

**THERE IS AN ADDITIONAL FEE TO MAKE ANY PHOTO CHANGES ONCE YOUR PROPERTY HAS BEEN LISTED ON THE MLS.**

Additional photos may be added to a listing for a fee of \$5 per photo. There is a limit of 50 photos per MLS listing.

- All photos must be in JPG format. The MLS does not accept photos in any other format.
- All photos must be sent to us by email either as an attachment or in a zip file. We do not accept photos by text. We can accept photos via a direct link but we will not join websites or apps to download photos. We would need to have a direct link to them without creating a login or account to access them. You can send them in several emails if your email account does not allow large files. Be sure to include your property address in the subject line or body of the email so we know which property the photos go with.
- A photo of the front exterior must be the main photo. The MLS requires at least the main photo be added at the time your property is listed on the MLS.
- Photos should be a minimum size of 640 x 480 pixels.
- Do not use any symbols (#, &, etc.) as part of the file name of the photos.
- No real estate signs may be legible in any photos or virtual tours.
- The MLS does not allow the following editing to photos: adding words or phrases, frames, personal/company watermarks, or other photo effects.
- To avoid any confusion, only send the photos you are adding to your listing.
- No photos, virtual tour, or any electronic media may be reused from other agents' previous listings unless written permission has been granted from the prior listing agent.

### **IF YOU WANT YOUR PHOTOS IN A SPECIFIC ORDER ON THE MLS:**

You must "rename" each photo file by number in the order you want them to appear. For example: 1Front.jpg, 2Kitchen.jpg, 3LivingRoom.jpg OR 1.jpg, 2.jpg, 3.jpg.

When we download the photos you send us, they are automatically saved by numerical or alphabetical order of the photo file name. That is the order they will be uploaded to the MLS. There will be a fee to change the order of the photos once they have been added to the MLS.

Panoramic photos tend to be distorted by the MLS and should be avoided.

Photos should be horizontal (landscape). The MLS system will try to make all photos the same size which may result in Vertical (portrait) photos being cropped or rotated in a horizontal (landscape) position. You can view an example of horizontal and vertical photos by clicking on the "Submit Property Photos" link on your Client Profile.

## SHOWINGS

**The MLS rules state that a property must be available to show when it is listed on the MLS.**

ShowingTime is the preferred method of Buyer's Agents to schedule showings. When an agent requests a showing through ShowingTime, you are notified of the request by text message and email. You are then able to confirm or decline the showing. If you are using a lockbox, we will set up your listing so that when an agent schedules a showing through ShowingTime and the showing is confirmed by you, that agent will be given the lockbox code. Agents will not be given the lockbox code until you confirm the showing.

You can also download the ShowingTime app FREE to your iPhone or Android. We will send you a ShowingTime Seller's Guide when your property has been listed on the MLS.

If you are not using a lockbox, it will be up to you to give agents and buyers access to your property for showings. We recommend that you use a lockbox so you don't miss out on any showing requests.

If your property isn't available to show when a buyer wants to see it, they may move on to another property and you never know when your buyer is going to walk through your door. It's very important to keep your home available to as many showings as possible.

You can purchase a lockbox through your Client Profile for \$35 which includes shipping.

If a buyer does not have an agent, it will be up to you to show them your property.

### **FEEDBACK**

A request for feedback is automatically sent to all agents that schedule showings through ShowingTime. The agent will receive a request for feedback immediately after their showing and once a day for the next 3 days. All feedback is automatically forwarded to you. Only the Seller and Modern Way Realty can see the feedback. It is not made public for other agents or buyers to see.

### **UPDATES/CHANGES TO YOUR LISTING**

Once we have listed your property on the MLS, we will send you a confirmation email with a copy of your listing for your review and approval. If we made any errors, let us know and we will correct them immediately.

All listings include unlimited price and status changes which can be requested at anytime. Some of our listing options included unlimited changes (excluding photo changes) which can be requested anytime. If your listing does not include unlimited changes, there is a fee to make changes to your listing (besides price and status changes) once the property has been listed on the MLS unless we made an error.

All requests for changes to your listing must be in writing either through your Client Profile or by email. No requests can be made over the phone.

### **CANCELLATIONS**

Your listing can be canceled and withdrawn from the MLS at anytime provided a Cancellation Agreement is signed by all sellers and the property is not under contract. There is no fee to cancel your listing. You can request a cancellation through your Client Profile or by email. Your listing will be canceled and withdrawn from the MLS within 24 hours (excluding weekends and holidays) of receiving the signed Cancellation Agreement.

### **AN ACCEPTED OFFER**

The MLS rules state that we must maintain accurate data on the MLS and must report changes to the listing when there is an accepted offer and when the property has sold within a specific time frame otherwise we can be charged a fine by the MLS.

Once you have accepted an offer, you must email us a copy of the fully executed Purchase Agreement and any addendum within 24 HOURS for our records and so that we can update the status to on the MLS.

All Purchase Agreements must list Modern Way Realty as the listing broker.

## **WHEN YOUR PROPERTY SELLS**

Once your property has sold, you must email us a copy of the Closing/Settlement Statement within 24 HOURS of the closing date for our records and so that we can close out the listing on the MLS.

## **REQUIRED INSPECTIONS**

Be sure to check with the city, county, village/township your property is located in to see if any inspections or certificate of occupancy are required prior to the sale of your property. Some counties require a well/septic inspection prior to the sale of a residential property. You will want to schedule these and get them done ASAP to avoid any closing delays.

## **CONDO SALES**

If you are listing a Condo, you will need to provide the following documents for the buyer's inspection and approval once you accept an offer: Master Deed, By-Laws, Amendments, Certificate of Paid Assessments, Most recent Financial Statements of the Condo Association. If you do not have these, contact the condo association and request them.

## **PROPERTY IN THE NAME OF A TRUST**

If the property is in the name of a trust, the title company will need the Certificate of Trust.

## **PROPERTY IN THE NAME OF A BUSINESS/COMPANY**

If the property is in the name of a business/company, the title company will need documents that show what person has the legal authority to sign the closing documents.

## **OFFICE/PHONE HOURS:**

Monday – Friday	10:00 am – 6:00 pm
Saturday	10:00 am – 2:00 pm
Sunday	Closed

We are available 7 days a week by phone or email.

**We respond to emails 7 days a week outside of our regular office hours and holidays.**

734-219-5615

**Broker@ModernWayRealty.com**

We are closed on the following holidays:

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Day with limited hours on New Year's Eve and Christmas Eve.