

### **LISTING PAPERWORK**

All listing paperwork must be submitted through your Client Profile. After all of the required Listing Paperwork has been submitted, the documents will be sent by email to all owners/owner representatives to sign electronically. We cannot list the property on the MLS until we have received all of the signed listing paperwork.

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.

### **LISTING PHOTOS**

All photos must be submitted through your Client Profile either individually or as a zip file.

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.

### **PROPERTY DESCRIPTION:**

The property description must be submitted through your Client Profile. The property description can include up to 1,000 characters which includes letters, numbers, spaces, and punctuation marks. The MLS does not allow Seller's contact info in the property description.

### **COMPARATIVE MARKET ANALYSIS:**

A Comparative Market Analysis may be included with some of our listing options upon request through your Client Profile or can be purchased for \$35 through your Client Profile. Most of the information we need to prepare a Comparative Market Analysis is provided through the listing paperwork and listing photos.

A Comparable Market Analysis is not available for properties listed for Rent/Lease.

### **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 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 which includes shipping.

Yard Signs are not permitted to be displayed until the Property has been listed on the MLS and may only be displayed on the Property.

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

When we list your property on the MLS, we will send a confirmation email with a copy of the MLS listing to the Contact Person. If we made any errors, let us know ASAP and we will correct them.

All requests to make changes to the listing must be submitted through your Client Profile.

## **SHOWINGS**

### **THE MLS REQUIRES THAT A PROPERTY BE AVAILABLE FOR SHOWINGS WHEN IT'S 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 purchase a lockbox through your Client Profile for \$35 which includes shipping.

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

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

## **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 again once a day for the next 2 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. Feedback is not mandatory, it's a courtesy and only about half of the agents submit feedback.

## **CANCELLATION**

Your listing can be canceled and withdrawn from the MLS at anytime provided a Cancellation Agreement is signed by all owners/owner representatives and the property is not under contract. There is no fee to cancel your listing. You can request to cancel your listing through your Client Profile.

## **WHEN YOU ACCEPT AN OFFER**

Once you have accepted an offer, you must submit the fully executed Purchase Agreement and any addendum online through your Client Profile or email it to us 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 submit a copy of the Seller's Settlement Statement through your Client Profile or you can email it to us within 24 HOURS of the closing date for our records and so that we can close out the listing on the MLS.

## **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 OFFICE/PHONE HOURS AND ON HOLIDAYS**

734-219-5615

Broker@ModernWayRealty.com

We are closed on the following holidays:

New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve