Modern Way Realty
The Modern Way to Buy & Sell Real Estate

LISTING PAPERWORK
All listing paperwork must be submitted through the Client Portal. 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.

CHECK YOUR EMAIL OFTEN
All communication related to the Property will be sent to you by email including any offers that come in. Be sure to check your email often so you don't miss anything.

LISTING PHOTOS
All photos must be submitted through the Client Portal 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 60 photos per MLS listing.

PROPERTY DESCRIPTION:
The property description must be submitted through the Client Portal. The property description can include up to 1,000 characters which includes letters, numbers, spaces, and punctuation marks.

REQUEST PROPERTY LISTED ON MLS
Once all the listing steps have been completed and the Property is available for showings, a request to list the Property on the MLS must be submitted through the Client Portal. The Property will not be listed on the MLS until the request is submitted.

COMPARATIVE MARKET ANALYSIS:
A Comparative Market Analysis may be included with some of our listing options upon request through the Client Portal or can be purchased for $45 through the Client Portal. 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. Any other signs on the property are prohibited including For Sale/Rent by Owner signs.

Yard Signs can be purchased through the Client Portal for $35 which includes a metal H stake and 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.

Yard Signs MUST be removed from the property prior to the sale of the property or if the property is no longer Active on the MLS.

UPDATES/CHANGES TO THE LISTING

When we list the 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 the Client Portal.

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, the Contact Person is notified of the request by text message and email. The Contact Person is then able to confirm or decline the showing. If a lockbox is being used, we will set up the listing so that when an agent schedules a showing through ShowingTime and the showing is confirmed, that agent will be given the lockbox code. Agents will not be given the lockbox code until the showing is confirmed. Lockboxes can be purchased through the Client Portal for $35 which includes shipping.

We highly recommend using a lockbox to avoid missing showing requests. If a lockbox is not being used, it will be up to the owner/owner representative to give agents and buyers access to the property for showings.

If a buyer does not have an agent, it will be up to the owner/owner representative to make arrangements to show them the 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 again once a day for the next 2 days. All feedback is automatically forwarded to the Contact Person. Only the Contact Person 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

The 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 the listing. A request to cancel the listing must be made through the Client Portal.

WHEN AN OFFER IS ACCEPTED

Once the owner/owner representative accepts an offer, the fully executed Purchase Agreement and any addendums must be submitted to Modern Way Realty within 24 hours either online through the Client Portal or by email so that we can update the status on the MLS.

All Purchase Agreements MUST list Modern Way Realty as the listing Broker.

WHEN THE PROPERTY SELLS

Once the property has sold, a copy of the Seller's Settlement/Closing Statement must be submitted to Modern Way Realty within 24 hours either online through your Client Portal or by email 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