

SAND DOLLAR REALTY GROUP, INC.

IMPORTANT INFORMATION REGARDING YOUR FLAT FEE LISTING

Thank you for listing your property with Sand Dollar Realty Group, Inc. Selling your property will be a team effort and we want to assist you in every way that we can. We will work with you until your property is closed. Please read over this important information prior to listing your property with us. Additionally you can find answers on our website to [Frequently Asked Questions regarding flat fee listings](#).

(1) What we need from you:

- Listing Agreement filled out and signed by all property owners.
- Data Entry Form filled out and signed by all property owners.
- At least 1 digital photograph of the exterior front of the property.

(2) What Data Entry Form to use:

The Data Entry Form to use depends on the property type and the MLS area covered. If you contact us, we can tell you exactly which form to use.

The first step is to determine what MLS area your property is located in.

- My Florida Regional MLS: Charlotte, DeSoto, Hardee, Hillsborough, Lake, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, Sumter, Western Volusia (Deland, Deltona, DeBary, etc.) Counties. (Includes all of metro Orlando and metro Tampa.)
- Alachua/Gainesville MLS: Anywhere in Alachua County. (additional fee applies)
- Brevard MLS: Anywhere in Brevard County.
- Citrus MLS: Anywhere in Citrus County. (additional fee applies)
- Daytona Beach MLS: Northeast Volusia County (from Ponce Inlet north – Daytona, Ormond, Port Orange, etc.).
- Dixie, Gilchrist, and Levy MLS: Anywhere in Dixie, Gilchrist, and Levy Counties. (additional fee applies)
- Hernando MLS: Anywhere in Hernando County. (additional fee applies)
- Flagler MLS: Anywhere in Flagler County.
- Indian River MLS: Anywhere in Indian River County.
- Nassau/Amelia Island MLS: Anywhere in Nassau County. (additional fee applies)
- New Smyrna MLS: Southeast Volusia county (south of Ponce Inlet – New Smyrna, Edgewater, Oak Hill).
- Northeast Florida MLS: Baker, Bradford, Clay, Duval, Putnam, and Union Counties.
- Ocala/Marion MLS: Anywhere in Marion County.
- Southeast Regional MLS: Broward, Martin, Miami-Dade, Palm Beach, and St. Lucie Counties (from Ft. Pierce to West Palm to Ft. Lauderdale to Miami – excludes the city Palm Beach).
- Southwest Regional MLS: Collier, Glades, Hendry, and Lee Counties. (includes metro Cape Coral, Fort Myers, and Naples – excludes the cities on Sanibel, Captiva, and Marco Island)
- St Johns County MLS: Anywhere in St Johns County. (additional fee applies)

The second step is to determine what property type you have. If you are unsure of them form, just contact us.

- Residential Property. This is the most common type that we list and includes houses, condos, townhouses, ½ duplexes, and mobile homes on their own land. In some counties, however, there is a separate form for condos and townhouses, so please use that instead.
- Income Property. This includes duplexes, multi-family properties, mobile home parks, and apartment buildings.
- Commercial/Industrial Property. This includes office, retail, and industrial buildings for sale and for lease. It also includes business opportunities that do not involve the sale of land.
- Vacant Land. This includes any vacant lots or acreage of all shapes and sizes.

- Rental. This includes residential and income rental property available for rent. Commercial property available for rent requires the Commercial/Industrial Property form.

(3) Who must sign the form:

We must have the signature of all owners of record on our listing agreement. If the tax rolls still reflect the name of the prior owner, you must send to us a copy of your executed deed in recordable form or a signed HUD-1 settlement statement. MLS rules prohibit us from listing a property without the current owner's signature on our listing agreement, even if you have a contract or option to purchase the property.

(4) Don't forget the following:

It is good to put as much information in the listing as possible when completing the Data Entry Forms. We recommend putting as much descriptive language as possible in the listing (several paragraphs if you can come up with it – attach a separate sheet of paper if necessary). Pertinent information that we **MUST** have includes: the price; # of bedrooms and baths; the heated square footage; room dimensions; and the amount of the homeowner's association dues. We do not need any information that can be obtained from the online tax rolls.

(5) Additional information to provide:

You can provide to us the following additional information to load into the MLS, if you so desire.

- Seller's Disclosure & HOA/Condo Disclosure forms filled out by you. You are required by Florida law to disclose certain material defects known to you.
- Survey of the property. Important for vacant land and odd shaped parcels.
- Inspection reports if you have any.
- Appraisal of the property if you have one.
- Additional photographs – up to 10 photos are permitted.

(6) Pricing/marketing consultation:

For both the Basic and Deluxe Listing Plans, we will provide you a quick price analysis of your property at the time you list with us. We will also give you marketing advice specific to your property on how to best reach buyer agents and potential buyers. With the Deluxe Listing Plan, we will also provide monthly market updates to you when you request them from us in writing.

(7) Deluxe Listing Plan and Menu-based services:

For an additional \$200 you can upgrade your listing from a Basic Listing to a Deluxe Listing. The difference between the 2 plans is detailed on our [website](#). There are many additional perks for the Deluxe Listing, so please read about it on our website. You can add on one or more of the individual services for the menu prices indicated on our website. If you have a Deluxe Listing, within a week of your listing a virtual tour photographer will contact you regarding filming the tour of your property. If your property is in one of the counties that we provide electronic lockboxes for, we will put the lockbox on your property within a week of receiving the key from you.

(8) Upgrading your listing to a full service listing:

If you decide at any point that you wish to upgrade your listing to a full service listing, please let us know and we will design a marketing plan specific for your property and reduce our commissions by the amount you have previously paid for the flat fee listing. Or if you need assistance in contract preparation, negotiation, closing coordination and attendance, buyer prequalification, or any other related services, we can do so for the fees listed on our [website](#).

(9) Making changes to your listing:

If you need to make any changes to your listing, please fill out and sign a Status Change Form. All sellers must sign the form on any significant changes to the listing. Unlimited changes are permitted during the first 14 days of the listing. After the first 14 days, changes can be made once per week but no more than 20 times during the period of the listing. We will accept fax and email requests not on the form, as long as they are signed either in writing or electronically by all owners.

(10) Showing your property:

Agents will be directed to follow the instructions in the listing regarding showing your property. If your listing indicates that you must be called prior to showing, we will direct them to call you. If you place a combination lockbox on the property, you can give us the lockbox code and we can place that into the MLS in a secure site, only available to Realtors. With your permission, Realtors can show your property, even if you are not available. We never give codes to anyone other than Realtors. Keep in mind the easier it is to show your property, the more likely Realtors will show it.

(11) When you get a purchase contract:

When you have a contract on your property, you **MUST** notify our office within 48 hours so that we can make changes in the MLS and show your property as **SALE PENDING**. If you do not feel good about the contract, we can always ask for back-up offers and put special notes in the MLS. We will need the Status Change Form filled out and faxed to us at **407-389-4418** or emailed to orders@sdrhouses.com.

Also, we do not attend your closing and have no way of knowing that it has actually closed unless you notify us. Please make it a priority to contact our office and let us know that the closing is final. Again you **MUST** notify our office within 48 hours of the closing so that we can change the MLS to show that a property is closed and off the market. Also, be sure that the closing agent sends us a signed copy of the signed closing statement. On all listings, we must keep a copy of the signed closing statement for our files.

(12) Payment to us:

You can pay us online via check or credit card on our [website](#) . Or if you prefer you can mail us a check to our address below or stop by our office with your check or credit card information. We will not input your listing until we have received payment in full unless we have previously agreed to be paid at closing.

If we have previously agreed to be paid at closing, we will bill the title company directly. However it is ultimately your responsibility to make sure that our fee is on the settlement statement at closing.

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