

## **Seller-Side Listing Agreement**

**Who completes this form?** The **managing broker\*** of your real estate firm must fill out and sign the Listing Agreement.

**Who signs this form?** Seller, Out-of-State Broker, Broker of Record

**Signing Process:** 1. Use the Adobe Sign link to fill out the form only. 2. The form gets sent to us automatically for approval. 3. Once we approve the form, you can manually send it to the seller for signatures. 4. You sign. 5. We sign.

**Do I need to use your Listing Agreement?** While not required, we encourage you to use our forms since they have been drafted to comply with various state laws, regulatory requirements, and effectively mitigate the potential for any contractual disputes with clients. This allows us to offer our services to you at a discounted price. Since its unlikely that a client or their counsel would find anything objectionable in our forms, we request that you use them whenever possible. While our co-brokerage agreement and our agency disclosures are required, you can use your own Listing Agreement. However, you will need to add our information to your Listing Agreement and include a signature block for us to sign.

Also, you should note that using your own forms voids the regulatory compliance guarantee.

**\*Not the Managing Broker?** If you're a licensee under a managing broker, send your managing broker the following info so they can fill out this form:

- Client's Name (if an entity, provide the entity name and type)
- If client is an entity, the state where the entity was formed.
- Exclusive or Non-Exclusive:
- Property Address (Format: 123 Main Street, Anywhere, GA 30309):
- Listing Price:
- Commission Amount (Percentage or Fixed Amount):
- Listing Commencement & Expiration Dates:
- Legal Description:
- Legal Description Source:
- Parcel ID Number:
- Officer's Name for Client's Entity:
- Officer's Title: