

# SAMPLE - Listing Agreement for Sale



## Exclusive Right of Sale Listing Agreement

1 This Exclusive Right of Sale Listing Agreement ("Agreement") is between  
 2\* \_\_\_\_\_ (FULL NAME) ("Seller")  
 3\* and \_\_\_\_\_ (BROKERAGE NAME) ("Broker").

4 **1. Authority to Sell Property:** Seller gives Broker the EXCLUSIVE RIGHT TO SELL the real and personal  
 5 property (collectively "Property") described below, at the price and terms described below, beginning  
 6\* \_\_\_\_\_ (DATE) and terminating at 11:59 p.m. on \_\_\_\_\_ (DATE) ("Termination Date"). Upon  
 7 full execution of a contract for sale and purchase of the Property, all rights and obligations of this Agreement will  
 8 automatically extend through the date of the actual closing of the sales contract. Seller and Broker acknowledge  
 9 that this Agreement does not guarantee a sale. This Property will be offered to any person without regard to race,  
 10 color, religion, sex, handicap, familial status, national origin, or any other factor protected by federal, state, or local  
 11 law. Seller certifies and represents that she/he/it is legally entitled to convey the Property and all improvements.

12 **2. Description of Property:**  
 13\* (a) Street Address: \_\_\_\_\_ (PROPERTY ADDRESS) \_\_\_\_\_

14  
 15\* Legal Description: \_\_\_\_\_ (FOLIO #) \_\_\_\_\_  
 16\* \_\_\_\_\_  See Attachment \_\_\_\_\_

17\* (b) Personal Property, including appliances: \_\_\_\_\_  
 18\* \_\_\_\_\_  See Attachment \_\_\_\_\_

19 (c) Occupancy:  
 20\* Property  is  is not currently occupied by a tenant. If occupied, the lease term expires \_\_\_\_\_.

21 **3. Price and Terms:** The property is offered for sale on the following terms or on other terms acceptable to Seller:

22\* (a) Price: \$ \_\_\_\_\_ (PRICE)  
 23\* (b) Financing Terms:  Cash  Conventional  VA  FHA  Other (specify) \_\_\_\_\_

24\*  Seller Financing: Seller will hold a purchase money mortgage in the amount of \$ \_\_\_\_\_  
 25\* with the following terms: \_\_\_\_\_

26\*  Assumption of Existing Mortgage: Buyer may assume existing mortgage for \$ \_\_\_\_\_ plus  
 27\* an assumption fee of \$ \_\_\_\_\_. The mortgage is for a term of \_\_\_\_\_ years beginning in  
 28\* \_\_\_\_\_, at an interest rate of \_\_\_\_\_%  fixed  variable (describe) \_\_\_\_\_

29\* Lender approval of assumption  is required  is not required  unknown. **Notices to Seller:** (1) You may  
 30 remain liable for an assumed mortgage for a number of years after the Property is sold. Check with your  
 31 lender to determine the extent of your liability. Seller will ensure that all mortgage payments and required  
 32 escrow deposits are current at the time of closing and will convey the escrow deposit to the buyer at closing.  
 33 (2) Extensive regulations affect Seller financed transactions. It is beyond the scope of a real estate licensee's  
 34 authority to determine whether the terms of your Seller financing agreement comply with all applicable laws or  
 35 whether you must be registered and/or licensed as a loan originator before offering Seller financing. You are  
 36 advised to consult with a legal or mortgage professional to make this determination.

37\* (c) Seller Expenses: Seller will pay mortgage discount or other closing costs not to exceed \_\_\_\_\_% of the  
 38 purchase price and any other expenses Seller agrees to pay in connection with a transaction.

39 **4. Broker Obligations:** Broker agrees to make diligent and continued efforts to sell the Property in accordance with  
 40 this Agreement until a sales contract is pending on the Property.

41 **5. Multiple Listing Service:** Placing the Property in a multiple listing service (the "MLS") is beneficial to Seller  
 42 because the Property will be exposed to a large number of potential buyers. As a MLS participant, Broker is  
 43 obligated to enter the Property into the MLS within one (1) business day of marketing the Property to the public  
 44 (see Paragraph 6(a)) or as necessary to comply with local MLS rule(s). This listing will be published accordingly in  
 45 the MLS unless Seller directs Broker otherwise in writing. (See paragraph 6(b)(i)). Seller authorizes Broker to  
 46 report to the MLS this listing information and price, terms, and financing information on any resulting sale for use  
 47 by authorized Board / Association members and MLS participants and subscribers unless Seller directs Broker  
 48 otherwise in writing.

Seller ( ) ( ) and Broker/Sales Associate ( ) ( \_\_\_\_\_ ) acknowledge receipt of a copy of this page, which is Page 1 of 5.



49 **6. Broker Authority: Seller authorizes Broker to:**

50 **(a) Market the Property to the Public (unless limited in Paragraph 6(b)(i) below):**

- 51 **(i)** Public marketing includes, but is not limited to, flyers, yard signs, digital marketing on public facing  
52 websites, brokerage website displays (i.e. IDX or VOW), email blasts, multi-brokerage listing sharing  
53 networks and applications available to the general public.  
54 **(ii) Public marketing also includes marketing the Property to real estate agents outside Broker's**  
55 **office.**  
56 **(iii)** Place appropriate transaction signs on the Property, except if Paragraph 6(b)(i) is checked below.  
57 **(iv)** Use **Seller's** name in connection with marketing or advertising the Property.  
58 \*  Display the Property on the Internet except the street address.

59 **(b) Not Publicly Market to the Public/Seller Opt-Out:**

- 60 \* **(i)**  **Seller** does not authorize **Broker** to display the Property on the MLS.  
61 **(ii) Seller** understands and acknowledges that if **Seller** checks option 6(b)(i), a For Sale sign will not be  
62 placed upon the Property and  
63 **(iii) Seller** understands and acknowledges that if **Seller** checks option 6(b)(i), **Broker** will be limited to  
64 marketing the Property only to agents within **Broker's** office.

65 \* \_\_\_\_\_ / \_\_\_\_\_ **Initials of Seller**

66 **(c)** Obtain information relating to the present mortgage(s) on the Property.

67 **(d)** Provide objective comparative market analysis information to potential buyers.

68 \* **(e) (Check if applicable)**  Use a lock box system to show and access the Property. A lock box does not  
69 ensure the Property's security. **Seller** is advised to secure or remove valuables. **Seller** agrees that the lock  
70 box is for **Seller's** benefit and releases **Broker**, persons working through **Broker**, and **Broker's** local Realtor  
71 Board / Association from all liability and responsibility in connection with any damage or loss that occurs.  
72 \*  Withhold verbal offers.  Withhold all offers once **Seller** accepts a sales contract for the Property.

73 **(f)** Act as a single agent of **Seller** with consent to transition to transaction broker.

74 **(g) Virtual Office Websites:** Some real estate brokerages offer real estate brokerage services online. These  
75 websites are referred to as Virtual Office Websites ("VOWs"). An automated estimate of market value or  
76 reviews and comments about a property may be displayed in conjunction with a property on some VOWs.  
77 Anyone who registers on a VOW may gain access to such automated valuations or comments and reviews  
78 about any property displayed on a VOW. Unless limited below, a VOW may display automated valuations or  
79 comments and reviews about this Property.

80 \*  **Seller** does not authorize an automated estimate of the market value of the listing (or a hyperlink to such  
81 estimate) to be displayed in immediate conjunction with the listing of this Property.



82 \*  **Seller** does not authorize third parties to write comments or reviews about the listing of the Property (or  
83 display a hyperlink to such comments or reviews) in immediate conjunction with the listing of this Property.

84 **7. Seller Obligations:** In consideration of **Broker's** obligations, **Seller** agrees to:

- 85 **(a)** Cooperate with **Broker** in carrying out the purpose of this Agreement, including referring immediately to  
86 **Broker** all inquiries regarding the Property's transfer, whether by purchase or any other means of transfer.  
87 **(b)** Recognize **Broker** may be subject to additional MLS obligations and potential penalties for failure to comply  
88 with them.  
89 **(c)** Provide **Broker** with keys to the Property and make the Property available for **Broker** to show during  
90 reasonable times.  
91 **(d)** Inform **Broker** before leasing, mortgaging, or otherwise encumbering the Property.  
92 **(e)** Indemnify **Broker** and hold **Broker** harmless from losses, damages, costs, and expenses of any nature,  
93 including attorney's fees, and from liability to any person, that **Broker** incurs because of (1) **Seller's**  
94 negligence, representations, misrepresentations, actions, or inactions; (2) the use of a lock box; (3) the  
95 existence of undisclosed material facts about the Property; or (4) a court or arbitration decision that a broker  
96 who was not compensated in connection with a transaction is entitled to compensation from **Broker**. This  
97 clause will survive **Broker's** performance and the transfer of title.  
98 **(f)** Perform any act reasonably necessary to comply with FIRPTA (Section 1445 of the Internal Revenue Code).  
99 **(g)** Make all legally required disclosures, including all facts that materially affect the Property's value and are not  
100 readily observable or known by the buyer. **Seller** certifies and represents that **Seller** knows of no such  
101 material facts (local government building code violations, unobservable defects, etc.) other than the following:

102 \* \_\_\_\_\_  
103 **Seller** will immediately inform **Broker** of any material facts that arise after signing this Agreement.

104 **(h)** Consult appropriate professionals for related legal, tax, property condition, environmental, foreign reporting  
105 requirements, and other specialized advice.

Seller (  ) and Broker/Sales Associate (  ) ( \_\_\_\_\_ ) acknowledge receipt of a copy of this page, which is Page 2 of 5.



106 **8. Compensation:** Seller will compensate Broker as specified below for procuring a buyer who is ready, willing,  
 107 and able to purchase the Property or any interest in the Property on the terms of this Agreement or on any other  
 108 terms acceptable to Seller. Seller will pay Broker as follows (plus applicable sales tax):  
 109 \* (a) (5.0) % of the total purchase price plus \$ \_\_\_\_\_ OR \$ \_\_\_\_\_, no  
 110 later than the date of closing specified in the sales contract. However, closing is not a prerequisite for Broker's  
 111 fee being earned.  
 112 \* (b) (0) (\$ or %) of the consideration paid for an option, at the time an option is created. If the option is  
 113 exercised, Seller will pay Broker the Paragraph 8(a) fee, less the amount Broker received under this  
 114 subparagraph.  
 115 \* (c) (0) (\$ or %) of gross lease value as a leasing fee, on the date Seller enters into a lease or  
 116 agreement to lease, whichever is earlier. This fee is not due if the Property is or becomes the subject of a  
 117 contract granting an exclusive right to lease the Property.  
 118 (d) Broker's fee is due in the following circumstances: (1) If any interest in the Property is transferred, whether by  
 119 sale, lease, exchange, governmental action, bankruptcy, or any other means of transfer, regardless of whether  
 120 the buyer is secured by Seller, Broker, or any other person. (2) If Seller refuses or fails to sign an offer at the  
 121 price and terms stated in this Agreement, defaults on an executed sales contract, or agrees with a buyer to  
 122 \* cancel an executed sales contract. (3) If, within \_\_\_\_\_ days after Termination Date ("Protection Period"),  
 123 Seller transfers or contracts to transfer the Property or any interest in the Property to any prospects with whom  
 124 Seller, Broker, or any real estate licensee communicated regarding the Property before Termination Date.  
 125 However, no fee will be due Broker if the Property is relisted after Termination Date and sold through another  
 126 broker.  
 127 \* (e) Retained Deposits: As consideration for Broker's services, Broker is entitled to receive \_\_\_\_\_% (50% if  
 128 left blank) of all deposits that Seller retains as liquidated damages for a buyer's default in a transaction, not to  
 129 exceed the Paragraph 8(a) fee.

130 **9. Cooperation with and Compensation to Other Brokers:** Notice to Seller: The buyer's broker, even if  
 131 compensated by Seller or Broker, may represent the interests of the buyer. Broker's office policy is to cooperate  
 132 with all other brokers except when not in Seller's best interest and to offer compensation in the amount of  
 133 \*  (2.0) % of the purchase price or \$ \_\_\_\_\_ to a single agent for the buyer;  (2.0) % of the  
 134 \* purchase price or \$ \_\_\_\_\_ to a transaction broker for the buyer; and  \_\_\_\_\_ % of the purchase  
 135 \* price or \$ \_\_\_\_\_ to a broker who has no brokerage relationship with the buyer.  
 136 \*  None of the above. (If this box is checked, refer to local MLS rules regarding entry of the Property.)

137 **10. Brokerage Relationship:** **SINGLE AGENT NOTICE**  
 138

139 **FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES OPERATING AS SINGLE AGENTS DISCLOSE TO**  
 140 **BUYERS AND SELLERS THEIR DUTIES.**

141 \* As a single agent, Lifestyle International Realty  
 142 and its associates owe to you the following duties:

- 143 1. Dealing honestly and fairly;
- 144 2. Loyalty;
- 145 3. Confidentiality;
- 146 4. Obedience;
- 147 5. Full Disclosure;
- 148 6. Accounting for all funds;
- 149 7. Skill, care, and diligence in the transaction;
- 150 8. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee
- 151 otherwise in writing; and
- 152 9. Disclosing all known facts that materially affect the value of residential real property and are not readily observable.

153 \* (SIGNATURE) (DATE SIGNED)  
 154 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (SIGNATURE) (DATE SIGNED)  
 155 \* \_\_\_\_\_  
 156 Signature \_\_\_\_\_ Date \_\_\_\_\_

157 \* \* \* \* \*  
 158 **CONSENT TO TRANSITION TO TRANSACTION BROKER**

Seller (RR) (NR) and Broker/Sales Associate (AP) (\_\_\_\_\_) acknowledge receipt of a copy of this page, which is Page 3 of 5.



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**FLORIDA LAW ALLOWS REAL ESTATE LICENSEES WHO REPRESENT A BUYER OR SELLER AS A SINGLE AGENT TO CHANGE FROM A SINGLE AGENT RELATIONSHIP TO A TRANSACTION BROKERAGE RELATIONSHIP IN ORDER FOR THE LICENSEE TO ASSIST BOTH PARTIES IN A REAL ESTATE TRANSACTION BY PROVIDING A LIMITED FORM OF REPRESENTATION TO BOTH THE BUYER AND THE SELLER. THIS CHANGE IN RELATIONSHIP CANNOT OCCUR WITHOUT YOUR PRIOR WRITTEN CONSENT.**

As a transaction broker, (BROKERAGE NAME) and its associates, provides to you a limited form of representation that includes the following duties:

1. Dealing honestly and fairly;
2. Accounting for all funds;
3. Using skill, care, and diligence in the transaction;
4. Disclosing all known facts that materially affect the value of residential real property and are not readily observable to the buyer;
5. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing;
6. Limited confidentiality, unless waived in writing by a party. This limited confidentiality will prevent disclosure that the seller will accept a price less than the asking or listed price, that the buyer will pay a price greater than the price submitted in a written offer, of the motivation of any party for selling or buying property, that a seller or buyer will agree to financing terms other than those offered, or of any other information requested by a party to remain confidential; and
7. Any additional duties that are entered into by this or by separate written agreement.

Limited representation means that a buyer or seller is not responsible for the acts of the licensee. Additionally, parties are giving up their rights to the undivided loyalty of the licensee. This aspect of limited representation allows a licensee to facilitate a real estate transaction by assisting both the buyer and the seller, but a licensee will not work to represent one party to the detriment of the other party when acting as a transaction broker to both parties.

I agree that my agent may assume the role and duties of a transaction broker. (DATE SIGNED)

(SIGNATURE)

Signature \_\_\_\_\_

Date \_\_\_\_\_

(SIGNATURE)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**11. Conditional Termination:** At Seller's request, Broker may agree to conditionally terminate this Agreement. If Broker agrees to conditional termination, Seller must sign a withdrawal agreement, reimburse Broker for all direct expenses incurred in marketing the Property, and pay a cancellation fee of \$595.00 plus applicable sales tax. Broker may void the conditional termination, and Seller will pay the fee stated in Paragraph 8(a) less the cancellation fee if Seller transfers or contracts to transfer the Property or any interest in the Property during the time period from the date of conditional termination to Termination Date and Protection Period, if applicable.

**12. Dispute Resolution:** This Agreement will be construed under Florida law. All controversies, claims, and other matters in question between the parties arising out of or relating to this Agreement or the breach thereof will be settled by first attempting mediation under the rules of the American Arbitration Association or other mediator agreed upon by the parties. If litigation arises out of this Agreement, the prevailing party will be entitled to recover reasonable attorney's fees and costs, unless the parties agree that disputes will be settled by arbitration as follows:  
**Arbitration:** By initialing in the space provided, Seller ( ) ( ), Sales Associate ( ), and Broker ( ) agree that disputes not resolved by mediation will be settled by neutral binding arbitration in the county in which the Property is located in accordance with the rules of the American Arbitration Association or other arbitrator agreed upon by the parties. Each party to any arbitration (or litigation to enforce the arbitration provision of this Agreement or an arbitration award) will pay its own fees, costs, and expenses, including attorney's fees, and will equally split the arbitrator's fees and administrative fees of arbitration.

**13. Miscellaneous:** This Agreement is binding on Seller's and Broker's heirs, personal representatives, administrators, successors, and assigns. Broker may assign this Agreement to another listing office. This Agreement is the entire agreement between Seller and Broker. No prior or present agreements or representations will be binding on Seller or Broker unless included in this Agreement. Electronic signatures are acceptable and will be binding. Signatures, initials, and modifications communicated by facsimile will be considered as originals. The term "buyer" as used in this Agreement includes buyers, tenants, exchangors, optionees, and other categories of potential or actual transferees.

Seller ( RR ) ( VR ) and Broker/Sales Associate ( [Signature] ) ( ) acknowledge receipt of a copy of this page, which is Page 4 of 5.

212 \* 14. **Additional Terms:** Seller will pay Lifestyle International Realty a \$295.00 processing fee at closing.  
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227 \* **Seller's Signature:** \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE SIGNED) Date: \_\_\_\_\_

228 \* Home Telephone: \_\_\_\_\_ (PHONE #) Work Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

229 \* Address: \_\_\_\_\_

230 \* Email Address: \_\_\_\_\_ (EMAIL ADDRESS)

231 \* **Seller's Signature:** \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE SIGNED) Date: \_\_\_\_\_

232 \* Home Telephone: \_\_\_\_\_ (PHONE #) Work Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

233 \* Address: \_\_\_\_\_

234 \* Email Address: \_\_\_\_\_ (EMAIL ADDRESS)

235 \* **Authorized Sales Associate or Broker:** \_\_\_\_\_ (DATE SIGNED) Date: \_\_\_\_\_

236 \* Brokerage Firm Name: \_\_\_\_\_ (BROKERAGE NAME) Telephone: \_\_\_\_\_ (PHONE NUMBER)

237 \* Address: \_\_\_\_\_ (BROKERAGE ADDRESS)

238 \* Copy returned to **Seller** on \_\_\_\_\_ (DATE) by  email  facsimile  mail  personal delivery.

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Seller ( RE ) ( VP ) and Broker/Sales Associate ( [Signature] ) ( \_\_\_\_\_ ) acknowledge receipt of a copy of this page, which is Page 5 of 5.