

# Exclusive Brokerage Listing Agreement

FLORIDA ASSOCIATION OF REALTORS®



This Exclusive Brokerage Listing Agreement ("Agreement") is between

\_\_\_\_\_ ("Seller") and

\_\_\_\_\_ ("Broker").

**1. AUTHORITY TO SELL PROPERTY:** Seller gives Broker the right to be the EXCLUSIVE BROKER in the sale of the real and personal property (collectively "Property") described below, at the price and terms described below, beginning the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and terminating at 11:59 p.m. the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ ("Termination Date"). Seller reserves the right to sell the Property directly to a buyer without the assistance of any real estate licensee and, if successful, does not owe Broker a commission. Upon full execution of a contract for sale and purchase of the Property, all rights and obligations of this Agreement will automatically extend through the date of the actual closing of the sales contract. Seller and Broker acknowledge that this Agreement does not guarantee a sale. This Property will be offered to any person without regard to race, color, religion, sex, handicap, familial status, national origin or any other factor protected by federal, state or local law. Seller certifies and represents that he/she/it is legally entitled to convey the Property and all improvements.

## 2. DESCRIPTION OF PROPERTY:

(a) Real Property Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

See Attachment \_\_\_\_\_

(b) Personal Property, including appliances: \_\_\_\_\_

See Attachment \_\_\_\_\_

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

**3. PRICE AND TERMS:** The property is offered for sale on the following terms, or on other terms acceptable to Seller:

(a) Price: \_\_\_\_\_

(b) Financing Terms:  Cash  Conventional  VA  FHA  Other \_\_\_\_\_

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

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

Lender approval of assumption  is required  is not required  unknown. Notice to Seller: You may remain liable for an assumed mortgage for a number of years after the Property is sold. Check with your lender to determine the extent of your liability. Seller will ensure that all mortgage payments and required escrow deposits are current at the time of closing and will convey the escrow deposit to the buyer at closing.

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

**4. BROKER OBLIGATIONS AND AUTHORITY:** Broker agrees to make diligent and continued efforts to sell the Property until a sales contract is pending on the Property. Seller authorizes Broker to:

(a) Advertise the Property as Broker deems advisable in newspapers, publications, or other media; place appropriate transaction signs on the Property, including "For Sale" signs and "Sold" signs (once Seller signs a sales contract); and use Seller's name in connection with marketing or advertising the Property;

(b) Obtain information relating to the present mortgage(s) on the Property.

(c) Place the Property in a multiple listing service ("MLS"). Seller authorizes Broker to report to the MLS this listing information and price, terms and financing information on any resulting sale for use by authorized Board / Association members, MLS participants and subscribers; and

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



**5. SELLER OBLIGATIONS:** In consideration of **Broker's** obligations, **Seller** agrees to:

- (a) Cooperate with **Broker** in carrying out the purpose of this Agreement, including referring immediately to **Broker** all inquiries from real estate licensees regarding the Property's transfer, whether by purchase or any other means of transfer.
- (b) Provide **Broker** with keys to the Property and make the Property available for **Broker** to show during reasonable times.
- (c) Inform **Broker** prior to leasing, mortgaging or otherwise encumbering the Property, and immediately upon **Seller** entering into a sales contract with a buyer procured by **Seller**.
- (d) Indemnify **Broker** and hold **Broker** harmless from losses, damages, costs and expenses of any nature, including attorneys' fees, and from liability to any person, that **Broker** incurs because of **Seller's** negligence, representations, misrepresentations, actions, or inactions, the use of a lock box or the existence of undisclosed material facts. This clause will survive **Broker's** performance and the transfer of title.
- (e) Perform any act reasonably necessary to comply with FIRPTA (Internal Revenue Code Section 1445).
- (f) Make all legally required disclosures, including all facts that materially affect the Property's value and are not readily observable or known by the buyer. **Seller** certifies and represents that **Seller** knows of no such material facts (local government building code violations, unobservable defects, etc.) other than the following: \_\_\_\_\_

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

- (g) Consult appropriate professionals for related legal, tax, property condition, environmental, foreign reporting requirements and other specialized advice.

**6. COMPENSATION:** **Seller** will compensate **Broker** as specified below for procuring a buyer who is ready, willing and able to purchase the Property or any interest in the Property on the terms of this Agreement or on any other terms acceptable to **Seller**. **Seller** will pay **Broker** as follows (plus applicable sales tax):

- (a) \_\_\_\_\_% of the total purchase price OR \$\_\_\_\_\_, no later than the date of closing specified in the purchase contract. However, closing is not a prerequisite for **Broker's** fee being earned.
- (b) \_\_\_\_\_ (\$ or %) of the consideration paid for an option, at the time an option is created. If the option is exercised, **Seller** will pay **Broker** the paragraph 6(a) fee, less the amount **Broker** received under this subparagraph.
- (c) \_\_\_\_\_ (\$ or %) of gross lease value as a leasing fee, on the date **Seller** enters into a lease or agreement to lease, whichever is soonest. This fee is not due if the Property is or becomes the subject of a contract granting an exclusive right to lease the Property.
- (d) **Broker's** fee is due in the following circumstances: **(1)** If any interest in the Property is transferred, whether by sale, lease, exchange, governmental action, bankruptcy or any other means of transfer, with the assistance of any real estate licensee. **(2)** If **Seller** refuses or fails to sign an offer at the price and terms stated in this Agreement, defaults on an executed sales contract or agrees with a buyer to cancel an executed sales contract. **(3)** If, within \_\_\_\_\_ days after Termination Date ("Protection Period"), **Seller** transfers or contracts to transfer the Property or any interest in the Property to any prospects with whom **Broker** or any other real estate licensee communicated regarding the Property prior to Termination Date. However, no fee will be due **Broker** if the Property is relisted after Termination Date and sold through another broker.
- (e) Retained Deposits: As consideration for **Broker's** services, **Broker** is entitled to receive \_\_\_\_\_% of all deposits that **Seller** retains as liquidated damages for a buyer's default in a transaction, not to exceed the paragraph 6(a) fee.

**7. COOPERATION WITH OTHER BROKERS:** **Broker's** office policy is to cooperate with all other brokers except when not in **Seller's** best interest:  and to offer compensation in the amount of \_\_\_\_\_% of the purchase price or \$\_\_\_\_\_ to Buyer's agents, who represent the interest of the buyers and not the interest of the **Seller** even if compensated by **Seller** or **Broker** in a transaction;  and to offer compensation in the amount of \_\_\_\_\_% of the purchase price or \$\_\_\_\_\_ to a broker who has no brokerage relationship with the Buyer or **Seller**;  and to offer compensation in the amount of \_\_\_\_\_% of the purchase price or \$\_\_\_\_\_ to transaction brokers for the Buyer;  None of the above (if this is checked, the Property cannot be placed in the MLS.)

**8. BROKERAGE RELATIONSHIP:** **Seller** authorizes **Broker** to operate as (check which is applicable):

- single agent of **Seller**.
- transaction broker.
- single agent of **Seller** with consent to transition into a transaction broker.
- nonrepresentative of **Seller**.

**9. 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 \$\_\_\_\_\_ plus applicable sales tax. **Broker** may void the conditional termination and **Seller** will pay the fee stated in paragraph 6(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.

**10. 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 Mediation 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 attorneys' fees and costs, unless the parties agree that disputes will be settled by arbitration as follows:

**Arbitration:** By initialing in the space provided, **Seller** (\_\_\_\_) (\_\_\_\_), Listing Associate (\_\_\_\_) and Listing 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 (including appeals and interpleaders) will pay its own fees, costs and expenses, including attorneys' fees, and will equally split the arbitrators' fees and administrative fees of arbitration.

**11. MISCELLANEOUS:** This Agreement is binding on **Broker's** and **Seller's** heirs, personal representatives, administrators, successors and assigns. **Broker** may assign this Agreement to another listing office. 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.

Date: \_\_\_\_\_ **Seller:** \_\_\_\_\_ Tax ID No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ **Seller:** \_\_\_\_\_ Tax ID No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ **Authorized Listing Associate or Broker:** \_\_\_\_\_

Brokerage Firm Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Copy returned to **Seller** on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:  personal delivery  mail  facsimile

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