

# **SELLER LISTING & SHOWING INSTRUCTIONS**

(Seller makes the following Instructions part of the Exclusive Right of Sale Listing Agreement)

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

## **General**

- \_\_\_\_\_ All offers must be in writing to be presented to Seller.
- \_\_\_\_\_ ALL boxes must be checked and ALL blanks must be completed in the contract. Default language must be confirmed in writing.
- \_\_\_\_\_ No offer under the amount of \$\_\_\_\_\_ to be submitted to Seller.
- \_\_\_\_\_ Agent is authorized to inform all Buyers to make '**Highest & Best**' offers only (Price & Terms).
- \_\_\_\_\_ Agent is authorized to share the best, *existing* offer with any Buyer. (this is for multiple offer situations)
- \_\_\_\_\_ All offers to be opened on the date specified by Seller and advertised in the MLS. No offer response to Buyer shall be given prior to published 'offer opening' date.
- \_\_\_\_\_ All **offers** must have a '**Proof of Funds**' Bank Letter for cash Buyers and a written Lender '**Pre-Approval Letter**' for mortgage Buyers, provided to Seller **at the time offer is submitted**.
- \_\_\_\_\_ No **showing** is to be scheduled without 'Proof of Funds' letter or written 'Pre-Approval' letter submitted to Seller **prior to showing**.
- \_\_\_\_\_ No offers are to be presented, that include the contingency for Buyer's existing home to sell and close prior to closing on Seller's home.
- \_\_\_\_\_ No Escalation Clause Addenda accepted
- \_\_\_\_\_ Offers may include \_\_\_ CASH \_\_\_ Conventional; \_\_\_ Gov FHA; \_\_\_ Gov VA; \_\_\_ Gov USDA \_\_\_ Other
- \_\_\_\_\_ Buyer must pre-qualify with Seller's selected lender at time of **offer**.
- \_\_\_\_\_ Florida Realtors / BAR '**STANDARD FORM CONTRACT**' only to be used (no 'As-Is' Contract).
- \_\_\_\_\_ If Seller is selling 'AS-IS' they will only accept cash Buyers.

## **QUALIFYING**

- \_\_\_\_\_ Buyers to obtain a Best**BUYER! SCORE** prior to *submitting an offer* to purchase.
- \_\_\_\_\_ Buyers to obtain a Best**BUYER! SCORE** prior to any *showing*.
- \_\_\_\_\_ Buyer must have a Minimum Best**BUYER! SCORE** of \_\_\_\_\_% for a Cash Buyer and \_\_\_\_\_% for a mortgage Buyer.

**SAFETY INSTRUCTIONS FOR OPEN HOUSE & SHOWINGS**

\_\_\_\_\_ Do you want to limit your Open Houses to Virtual Tours or Live Streaming Only?

\_\_\_\_\_ Do you want to use a ‘Graduated 4 Step **Showing Process**’?

- **Step 1:** Buyers view all MLS photos and any **recorded Virtual Tour** (by a professional photographer) using a link on **MLS**.
- **Step 2:** Buyers view a ‘**Pre-recorded Agent Hosted Virtual Tour**’ filmed by the agent. (optional)
- **Step 3:** (Optional) Buyers are given a ‘**LIVE STREAMING**’ **Agent Tour**. Reserved for only serious Buyers. Buyer uses **FACETIME; VIDEO CALL; and ZOOM**.
- **Step 4:** ‘**LIVE**’ home tour with only the Highest & Best Prospect.

\_\_\_\_\_ Additional: \_\_\_\_\_  
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SELLER: \_\_\_\_\_ DATE: \_\_\_\_\_

SELLER: \_\_\_\_\_ DATE: \_\_\_\_\_