

LISTING CONTRACT
EXCLUSIVE RIGHT TO SELL REAL ESTATE

XLS

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **BROKER (Company)** _____

2 **LICENSEE(S)** _____

3 **SELLER** _____

4 **Does Seller have a Listing Contract with another Broker?** Yes No

5 **If yes, explain:** _____

6
7 **1. PROPERTY** **LISTED PRICE \$** _____

8 Address _____

9 Municipality (city, borough, township) _____

10 County _____ School District _____

11 Zoning _____ Present Use _____

12 Identification (Tax ID #; Parcel #; Lot, Block; Deed Book, Page, Recording Date) _____

13 _____

14 **2. STARTING & ENDING DATES OF LISTING CONTRACT (ALSO CALLED "TERM")**

15 A. No Association of REALTORS® has set or recommended the term of this contract. By law, the length or term of a listing contract may not exceed one year. Broker and Seller have discussed and agreed upon the length or term of this Contract.

16 B. Starting Date: This Contract starts when signed by Broker and Seller, unless otherwise stated here: _____.

17 C. Ending Date: This Contract ends on _____.

18
19

20 **3. DUAL AGENCY** Seller agrees that Broker may also represent the buyer(s) of the Property. The Broker is a DUAL AGENT when representing both Seller and the buyer in the sale of a property.

21

22 **4. DESIGNATED AGENCY**

23 **Not Applicable**

24 **Applicable.** Broker may designate licensees to represent the separate interests of Seller and the buyer. Licensee (identified above) is the Designated Agent, who will act exclusively as the Seller Agent. If Property is introduced to the buyer by a licensee in the Company who is not representing the buyer, then that licensee is authorized to work on behalf of Seller. If Licensee is also the Buyer's Agent, then Licensee is a DUAL AGENT.

25
26
27
28 **5. BROKER'S FEE** No Association of REALTORS® has set or recommended the Broker's Fee. Broker and Seller have negotiated the fee that Seller will pay Broker. Broker's Fee is _____% of the sales price AND \$ _____, paid by Seller.

29
30 **6. COOPERATION WITH OTHER BROKERS**

31 Licensee has explained Broker's company policies about cooperating with other brokers. Broker and Seller agree that Broker will pay from Broker's Fee a fee to another broker who procures the buyer, is a member of a Multiple Listing Service (MLS), and who:

32 A. **represents Seller (SUBAGENT).** Broker will pay _____ of/from the sale price.

33 B. **represents the buyer (BUYER'S AGENT).** Broker will pay _____ of/from the sale price.

34 **A Buyer's Agent, even if compensated by Broker for Seller, will represent the interests of the buyer.**

35 C. **does not represent either Seller or a buyer (TRANSACTION LICENSEE).**

36 Broker will pay _____ of/from the sale price.

37
38 **7. PAYMENT OF BROKER'S FEE**

39 A. **Seller will pay Broker's Fee if Property, or any ownership interest in it, is sold or exchanged during the term of this Contract by Broker, Broker's salespersons, Seller, or by any other person or broker, at the listed price or any price acceptable to Seller.**

40 B. Seller will pay Broker's Fee if a ready, willing, and able buyer is found by Broker or by anyone, including Seller. A willing buyer is one who will pay the listed price or more for the Property, or one who has submitted an offer accepted by Seller.

41 C. Seller will pay Broker's Fee if negotiations that are pending at the Ending Date of this Contract result in a sale.

42 D. Seller will pay Broker's Fee for a sale that occurs after the Ending Date of this Contract IF:

43 (1) The sale occurs within _____ of the Ending Date, AND

44 (2) The buyer was shown or negotiated to buy the Property during the term of this contract, AND

45 (3) The Property is not listed under an "exclusive right to sell contract" with another broker at the time of the sale.

46 E. If a buyer signs an agreement of sale then refuses to buy the Property, or if a buyer is unable to buy the Property because of failing to do all the things required of the buyer in the agreement of sale (buyer default), Seller will pay Broker _____ of/from buyer's deposit monies, OR the **Broker's Fee** in Paragraph 5, whichever is less.

47 F. If the Property or any part of it is taken by any government for public use (Eminent Domain), Seller will pay Broker's Fee from any money paid by the government.

48 G. If a sale occurs, Broker's Fee will be paid upon delivery of the deed or other evidence of transfer of title or interest. If the Property is transferred by an installment contract, Broker's Fee will be paid upon the execution of the installment contract.

56 **8. DUTIES OF BROKER AND SELLER**

- 57 A. Broker is acting as a Seller's Agent, as described in the Consumer Notice, to market the Property and to negotiate with potential
58 buyers. Broker will use reasonable efforts to find a buyer for the Property.
59 B. Seller will cooperate with Broker and assist in the sale of the Property as asked by Broker.
60 C. All showings, negotiations and discussions about the sale of the Property will be done by Broker on Seller's behalf. All written
61 or oral inquiries that Seller receives or learns about regarding the Property, regardless of the source, will be referred to Broker.
62 D. If the Property, or any part of it, is rented, Seller will give any leases to Broker before signing this Contract. If any leases are
63 oral, Seller will provide a written summary of the terms, including amount of rent, ending date, and Tenant's responsibilities.
64 E. Seller will not enter into or renew any leases during the term of this Contract without first giving notice to Broker.

65
66 **9. BROKER'S SERVICE TO BUYER**

67 Broker may provide services to a buyer for which Broker may accept a fee. Such services may include, but are not limited to:
68 deed/document preparation; ordering certifications required for closing; financial services; title transfer and preparation services;
69 ordering insurance, construction, repair, or inspection services. Broker will disclose to Seller if any fees are to be paid by Buyer.
70

71 **10. BROKER NOT RESPONSIBLE FOR DAMAGES**

72 Seller agrees that Broker and Broker's salespersons are not responsible for any damage to the Property or any loss or theft of personal
73 goods from the Property unless such damage, loss or theft is directly caused by Broker or Broker's salespersons.
74

75 **11. DEPOSIT MONEY**

- 76 A. Broker, or any person Seller and the buyer name in the agreement of sale, will keep all deposit monies paid by or for the buyer
77 in an escrow account until the sale is completed or the agreement of sale is terminated. If held by Broker, this escrow account
78 will be held as required by real estate licensing laws and regulations. Seller agrees that the person keeping the deposit monies
79 may wait to deposit any uncashed check that is received as deposit money until Seller has accepted an offer.
80 B. If Seller joins Broker or Licensee in a lawsuit for the return of deposit monies, Seller will pay Broker's and Licensee's attorneys'
81 fees and costs.

82
83 **12. OTHER PROPERTIES**

84 Seller agrees that Broker may list other properties for sale and that Broker may show other properties to prospective buyers.
85

86 **13. CONFLICT OF INTEREST**

87 A conflict of interest is when Broker or Licensee has a financial or personal interest where Broker or Licensee cannot put Seller's
88 interests before any other. If Broker, Licensee, or any of Broker's salespeople has a conflict of interest, Broker will notify Seller in a
89 timely manner.
90

91 **14. PUBLICATION OF SALE PRICE**

92 Seller is aware that the Multiple Listing Service (MLS), newspapers, and other media may publish the final sale price of the Property
93 after settlement.
94

95 **15. SELLER WILL REVEAL DEFECTS & ENVIRONMENTAL HAZARDS**

- 96 A. Seller (including Sellers exempt from the Real Estate Seller Disclosure Law) will disclose all known material defects and/or envi-
97 ronmental hazards on a separate disclosure statement. A material defect is a problem or condition that:
98 (1) is a possible danger to those living on the Property, or
99 (2) has a significant, adverse effect on the value of the Property.
100 The fact that a structural element, system or subsystem is near, at or beyond the end of the normal useful life of such a structur-
101 al element, system or subsystem is not by itself a material defect.
102 B. If Seller fails to disclose known material defects and/or environmental hazards:
103 (1) Seller will not hold Broker or Licensee responsible in any way;
104 (2) Seller will protect Broker and Licensee from any claims, lawsuits, and actions that result;
105 (3) Seller will pay all of Broker's and Licensee's costs that result. This includes attorneys' fees and court-ordered payments or
106 settlements (money Broker or Licensee pays to end a lawsuit or claim).

107 **16. IF PROPERTY WAS BUILT BEFORE 1978**

108 The Residential Lead-Based Paint Hazard Reduction Act says that any seller of property built before 1978 must give the buyer an EPA
109 pamphlet titled *Protect Your Family From Lead in Your Home*. The seller also must tell the buyer and the broker what the seller knows
110 about lead-based paint and lead-based paint hazards that are in or on the property being sold. seller must tell the buyer how the sell-
111 er knows that lead-based paint and lead-based paint hazards are on the property, where the lead-based paint and lead-based paint haz-
112 ards are, the condition of the painted surfaces, and any other information seller knows about lead-based paint and lead-based paint
113 hazards on the property. Any seller of a pre-1978 structure must also give the buyer any records and reports that the seller has or can
114 get about lead-based paint or lead-based paint hazards in or around the property being sold, the common areas, or other dwellings in
115 multi-family housing. According to the Act, a seller must give a buyer 10 days (unless seller and the buyer agree to a different peri-
116 od of time) from the time an agreement of sale is signed to have a “risk assessment” or inspection for possible lead-based paint haz-
117 ards done on the property. Buyers may choose not to have the risk assessment or inspection for lead paint hazards done. If the buyer
118 chooses not to have the assessment or inspection, the buyer must inform the seller in writing of the choice. The Act does not require
119 the seller to inspect for lead paint hazards or to correct lead paint hazards on the property. The Act does not apply to housing built in
120 1978 or later.

121
122 **17. RECOVERY FUND**

123 Pennsylvania has a Real Estate Recovery Fund (the Fund) to repay any person who has received a final court ruling (civil judgment)
124 against a Pennsylvania real estate licensee because of fraud, misrepresentation, or deceit in a real estate transaction. The Fund repays
125 persons who have not been able to collect the judgment after trying all lawful ways to do so. For complete details about the Fund,
126 call (717) 783-3658, or (800) 822-2113 (within Pennsylvania) and (717) 783-4854 (outside Pennsylvania).

127
128 **18. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

129 Federal and state laws make it illegal for a seller, a broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED,
130 SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORI-
131 GIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIA-
132 TION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan
133 money, or set deposit amounts, or as reasons for any decision relating to the sale of property.

134
135 **19. ADDITIONAL OFFERS**

136 If asked by a buyer or cooperating broker, Broker will reveal the existence of offers on the Property, unless prohibited by Seller.
137 ONCE SELLER ENTERS INTO AN AGREEMENT OF SALE, BROKER IS NOT REQUIRED TO PRESENT OTHER OFFERS.

138
139 **20. TRANSFER OF THIS CONTRACT**

- 140 A. Broker will notify Seller immediately in writing if Broker transfers this Contract to another broker when:
141 (1) Broker stops doing business, OR
142 (2) Broker forms a new real estate business, OR
143 (3) Broker joins his business with another.
144 Seller agrees that Broker may transfer this Contract to another broker. Broker will notify Seller immediately in writing when a
145 transfer occurs or Broker will lose the right to transfer this Contract. Seller will follow all requirements of this Contract with the
146 new broker.
147 B. Should Seller give or transfer the Property, or an ownership interest in it, to anyone during the term of this Contract, all owners
148 will follow the requirements of this Contract.

149
150 **21. NO OTHER CONTRACTS**

151 Seller will not enter into another listing contract with another broker that begins before the Ending Date of this Contract.

152
153 **22. ENTIRE CONTRACT**

154 This Contract is the entire agreement between Broker and Seller. Any verbal or written agreements that were made before are not a
155 part of this Contract.

156
157 **23. CHANGES TO THIS CONTRACT**

158 All changes to this Contract must be in writing and signed by Broker and Seller.

159
160 **24. SPECIAL INSTRUCTIONS**

161 The Office of the Attorney General has not pre-approved any special conditions or additional terms added by any parties. Any special
162 conditions or additional terms in this Contract must comply with the Pennsylvania Plain Language Consumer Contract Act.

163 **25. MARKETING OF PROPERTY**

- 164 A. Where permitted, Broker, at Broker's option, may use: For sale sign Sold sign Key in office Lock box
 165 Print /electronic advertising, including photographs Property address in print/electronic advertising.
 166 B. Broker will / will not use a Multiple Listing Service (MLS) to advertise the Property to other real estate brokers and
 167 salespersons.
 168 Seller agrees that Broker, Licensee, and the MLS are not responsible for mistakes in the MLS and/or advertising of the Property.

169 **26. ITEMS INCLUDED/NOT INCLUDED IN THE PRICE OF THE PROPERTY**

- 170 A. Included in the sale and purchase price are all existing items permanently installed in the Property, free of liens, including plumb-
 171 ing; heating; lighting fixtures (including chandeliers and ceiling fans); water treatment systems; pool and spa equipment; garage
 172 door openers and transmitters; television antennas; shrubbery, plantings, and unpotted trees; any remaining heating and cooking
 173 fuels stored on the Property at the time of settlement; wall to wall carpeting; window covering hardware, shades, and blinds; built-
 174 in air conditioners; built-in appliances, and the range/oven, unless otherwise stated. Also included: _____
 175 _____
 176 B. The following items are NOT included in the purchase and price of the Property: _____
 177 _____
 178 C. Items leased by the Seller: _____

179 **ADDITIONAL INFORMATION (OPTIONAL)**

180 **TITLE & POSSESSION**

- 181 A. Seller will give possession of Property to a buyer at settlement, or on _____
 182 B. At settlement, Seller will give full rights of ownership (fee simple) to a buyer except as follows:
 183 (1) Mineral Rights Agreements: _____
 184 (2) Other: _____
 185 C. Seller has:
 186 Mortgage with: _____ Amount of balance \$ _____
 187 Address: _____ Phone: _____ Acct. #: _____
 188 Equity Loan with: _____ Amount of balance \$ _____
 189 Address: _____ Phone: _____ Acct. #: _____
 190 Seller authorizes Broker to receive mortgage payoff and/or equity loan payoff information from lender(s).
 191 D. Seller has: Judgments Municipal Assessment Past Due Taxes Other: _____
 192 \$ _____ \$ _____ \$ _____ \$ _____
 193 E. If Seller, at any time on or since January 1, 1998, has been obligated to pay support under an order on record in any Pennsylvania
 194 county, list the county and the Domestic Relations Number or Docket Number: _____

195 **TAXES, UTILITIES, & ASSOCIATION FEES**

- 196 A. At settlement, Seller will pay one-half of the total Real Estate Transfer Taxes, unless otherwise stated here: _____
 197 _____
 198 B. Real Estate Property Tax Assessment \$ _____ Yearly Taxes \$ _____
 199 Wage/Income Tax \$ _____ Per Capita Tax \$ _____
 200 C. Estimated Utilities (trash, water, sewer, electric, gas, oil, etc.): _____
 201 _____
 202 D. Association Fees \$ _____ Include: _____

203 **BUYER FINANCING** Seller will accept the following arrangements for buyer to pay for the Property:

- 204 Cash Conventional mortgage FHA mortgage VA mortgage
 205 Seller's help to buyer (if any): _____

206 **Seller has read the Consumer Notice as adopted by the State Real Estate Commission at 49 Pa. Code §35.336.**

207 **Seller gives permission for Broker to send information about this transaction to the fax number(s) and/or e-mail address(es) listed below.**

208 **Seller has read the entire Contract before signing. All Sellers must sign this Contract.**

209 **Return by facsimile (FAX) constitutes acceptance of this Contract.**

210 **NOTICE BEFORE SIGNING: IF SELLER HAS LEGAL QUESTIONS, SELLER IS ADVISED TO CONSULT AN ATTORNEY.**

211 **SELLER'S MAILING ADDRESS:** _____
 212 _____

213 **PHONE:** _____ **FAX:** _____ **E-MAIL:** _____

214 **SELLER** _____ **DATE** _____

215 **SELLER** _____ **DATE** _____

216 **BROKER (Company Name)** _____

217 **ACCEPTED BY** _____ **DATE** _____