



REALTY EXECUTIVES Today

32-56 Steinway Street

Astoria, NY 11103

(718)274-2400 Fax (718)932-1181

Contact Sheet

| | | | | |
|-----------------------------------|-------------|----------------|-----------------------------------|----|
| Subject Property | | Purchase price | | \$ |
| MLS # | Exclusive # | | At Contract | \$ |
| Address | | | At Closing | \$ |
| | | | Other | \$ |
| # Farm | Block | Lot | Total Down | \$ |
| Lot Size | Build Size | | 1st Mortgage | \$ |
| Seller | | | Buyer | |
| Name | | | Name | |
| Address | | | Address | |
| | | | | |
| Home # | Work # | Home # | Work # | |
| Sellers Attorney | | | Buyers Attorney | |
| Name | | | Name | |
| Address | | | Address | |
| | | | | |
| Phone # | Fax # | Phone # | Fax # | |
| Secretary | | | Secretary | |
| Email | | | Email | |
| Listing Broker | | | Selling Broker | |
| Office | | | Office | |
| Address | | | Address | |
| | | | | |
| Phone # | Fax # | Phone # | Fax # | |
| Listing Brokerage Fee (_____%)\$ | | | Selling Brokerage Fee (_____%)\$ | |
| Listing Agents | | | Selling Agents | |
| Mortgage Company: | | | | |
| Loan Officer | | | Comments | |
| Lenders Name | | | | |
| Address | | | | |
| | | | | |
| | | | | |
| Work # | Fax # | | | |



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 Long Island City, New York 11103
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Authorization To Sell

| | | | |
|------|------|------|----------|
| MLS# | Date | Term | Exp Date |
|------|------|------|----------|

| | | |
|-----------------------------|--------------------------|-------------|
| Property Address _____ | Type _____ | Price _____ |
| Owner(s) Name Address _____ | Rooms _____ | Key # _____ |
| Owner(s) Address _____ | Bedrooms _____ | Baths _____ |
| Phone (H) _____ (W) _____ | Kitchens _____ | Block _____ |
| | Mortgage Balance\$ _____ | Agent _____ |

| Property Information | Property Expense | Personal Property |
|----------------------|----------------------------|--------------------|
| Contsruc _____ | Real Estate Taxes \$ _____ | Stoves _____ |
| Det, Aft, _____ | Water & Sewer \$ _____ | Refrigerator _____ |
| Garage _____ | Heating Oil/Gas \$ _____ | Washer _____ |
| Driveway _____ | Electric \$ _____ | Dryer _____ |
| Lot Size _____ | Insurance \$ _____ | Dishwasher _____ |
| Building _____ | Total \$ _____ | Carpets _____ |

| | Rooms | Tenant Name | Tenant's Tel | Rent | L/Exp |
|-----------|-------|-------------|--------------|------|-------|
| Basement | | | | | |
| 1st Floor | | | | | |
| 2nd Floor | | | | | |
| 3rd Floor | | | | | |

Realty Executives Today is hereby given the exclusive right to sell my property at _____
 For. 180 - 270 - 365 Days from the listing date and our brokerage fee of 6% 7% 8% 9% 10%
 For a selling price of \$ _____ (Or at a greater or lower price, if I accept it.)

The professional service and expense of advertising and showing the property shall be borne by Realty Executives Today In Consideration thereof, Realty Executives Today shall be entitled to the brokerage fee if the property is sold within the above period, by whomsoever sold, and after expiration of this period if it is sold to a purchaser originally obtained by Realty Executives Today.

Realty Executives Today only accepts Exclusive Right to Sell (The following explanations are provided for your review.)

An "Exclusive Right To Sell" listing means that If you, the owner of the property, find a buyer for your home, or If another broker finds a buyer, you must pay the agreed commission to the present broker

An "Exclusive agency" listing means that If you, the owner of the property find a buyer, you will not have to pay a commission to the broker. However, if another broker finds a buyer, you will owe a commission to both the selling broker and your present broker.

| | | | |
|---|---------------|---|---------------|
| _____ Homeowner or Homeowner's Agent | _____ Date | _____ Homeowner or Homeowner's Agent | _____ Date |
| _____ For Sale and Sold Sign Authorization | _____ Date | _____ Realty Executives Today Agent | _____ Date |



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Empty rectangular box

| | | |
|-------------------------------|--------------------------------------|---------------|
| Date: _____ | Agent Name: _____ | Source: _____ |
| Applicant: _____ | Price: _____ | |
| Co-Applica _____ | Initial Investment _____ | |
| Address: _____ | Type (1, 2, 3, 4 fam or other) _____ | |
| Home Pho _____ | Transportation desired: _____ | |
| Business P _____ | Bedrooms: _____ | |
| Employer: _____ | # of Adults: _____ | Pets: _____ |
| Address: _____ | # of Children: _____ | Ages: _____ |
| Combined yearly Income: _____ | Desired move in date: _____ | |
| | Special Needs _____ | |

1. How long you have been seriously looking for home?
2. Do you have your own house or are you renting?
3. How much rents are you paying?
4. How much rent are you paying?
5. Do you have to use the equity of your house to buy a new one?
6. Did you see a house you really like yet?
7. Why didn't you buy it?
8. Who else is buying the house with you?
9. What kind of work do you do?
10. What is the good time for you to look for houses?
11. Suppose you find a house today that you really like and you can afford, would you buy it?

| | | | |
|-------------|----------------|--------------|-----------------|
| Date: _____ | Address: _____ | Likes: _____ | Dislikes: _____ |
| | | | |
| | | | |



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BUYER INVESTOR

NAME _____

ADDRESS _____

Phone # _____

No. In Family _____ Occupation _____

Annual Income _____

Name of Company _____

ADDRESS _____

Phone # _____

Type of House _____ For Investment _____ Personal _____

Location _____ Downpayment investment _____

Type of Financing _____ Price Range _____ Price Range Adjusted _____

Property Shown _____

In consideration of receiving confidential information from the above broker, I agreed that in the event desire to purchase any listing shown me, by the above broker that I will not make any offer to purchase without the above broker. If I fail to do so, I will be personally liable for the commissions. I further state that I understand that all listings are confidential and I will not go to other broker or to the owner directly to negotiate for the listings. If I buy the same property through another broker or the owner. I will pay to the above broker the 6% commissions based on the selling price.

Signed: _____ Date _____

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Property Shown Agreement

Date: _____

To Whom It May Concern: Name: _____

The Undersigned Seller(s) and Broker agrees as Follows:

That _____ of Realty Executives Today has shown the
Following property Address: _____

To the following buyers:

- 1.) _____
- 2.) _____
- 3.) _____

On the following Date: _____

Seller

Date

Seller

Date

Realty Executive Realto

Date

Each Office Independently Owned and Operated



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Co-Brokerage Agreement

Date: _____

Subject Property Address: _____

Sellers Name: _____

Agreeing Brokers

Listing Broker Name: _____
Address: _____
Phone: _____
Agent: _____

Co-Broker Name: _____
Address: _____
Phone: _____
Agent: _____

It is agreed that if the CO-Broker should sell the subject property the commission split shall be _____% TO THE LISTING BROKER AND _____% TO THE CO-BROKER, but not less than _____% of the selling price to the LISTING BROKER.

Agreed to _____
REALTY EXECUTIVES TODAY Date

Agreed to _____
Co-Broker Date

This agreement may be faxed or mailed back to REALTY EXECUTIVES TODAY.

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Sellers Name: _____

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Listing Broker Name: _____

Address: _____

Phone: _____

Agent: _____

Co-Broker Name: _____

Address: _____

Phone: _____

Agent: _____

It is agreed that if the CO-Broker should sell the subject property the commission split shall be _____% TO THE LISTING BROKER AND _____% TO THE BROKER, but not less than _____% of the selling price to the LISTING BROKER.

Agreed _____

REALTY EXECUTIVES TODAY

_____ Date

Agreed _____

Co-Broker

_____ Date

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Licensed Real Estate Broker, Each office independent owned operated



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Brokerage Agreement

Date _____

REALTY EXECUTIVES Today of 32-56 Steinway Street, Astoria, New York, representd that he is a duly Licensed Real Estate Broker of the State of New York and that he is the sole broker instrumental in the prospective sale of premises located at:

Purchaser

Seller

And Does hereby agree the brokerage fee of:

(\$ _____) Dollars. This brokerage fee shall due and payable only as, if, and when title passes or upon default on th epart of the seller.

SELLER

DATE

SELLER

DATE

REALTY EXECUTIVES Today

DATE

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SELLER DATE

SELLER DATE

REALTY EXECUTIVES Today DATE



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Brokerage Bill

DATE _____

FOR THE SALE OF PREMISES LOCATED AT:

Brokerage Due: _____

(\$ _____) Dollars

Seller

Seller

Purchaser

Purchaser

Payment Received:

BY: _____
REALTY EXECUTIVES TODAY

DATE

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| Address | | At Closing | | \$ | |
| | | Other | | \$ | |
| # Farm | Block | Lot | Total Down | | \$ |
| Lot Size | | Build Size | | 1st Mortgage | \$ |
| Seller | | | Buyer | | |
| Name | | | Name | | |
| Address | | | Address | | |
| Home # | | | Work # | | |
| Home # | | | Work # | | |
| Sellers Attorney | | | Buyers Attorney | | |
| Name | | | Name | | |
| Address | | | Address | | |
| Phone # | | | Fax # | | |
| Phone # | | | Fax # | | |
| Secretary | | | Secretary | | |
| Email | | | Email | | |
| Listing Broker | | | Selling Broker | | |
| Office | | | Office | | |
| Address | | | Address | | |
| Phone # | | | Fax # | | |
| Phone # | | | Fax # | | |
| Listing Brokerage Fee (_____)\$ | | | Selling Brokerage Fee (_____)\$ | | |
| Listing Agents | | | Selling Agents | | |
| Mortgage Company: | | | | | |
| Loan Officer | | | Comments | | |
| Lenders Name | | | | | |

