



REALTY EXECUTIVES Today

32-56 Steinway Street
 Long Island City, New York 11103
 (718)274-2400 Fax (718)932-1181

Authorization To Sell

MLS#	Date	Term	Exp. Date
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Property Address _____ _____ Owner(s) Name Address _____ _____ Owner(s) Address _____ Phone (H) _____ (W) _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Type</td> <td style="width:50%;">Price</td> </tr> <tr> <td>Rooms</td> <td>Key #</td> </tr> <tr> <td>Bedrooms</td> <td>Baths</td> </tr> <tr> <td>Kitchens</td> <td>Block</td> <td>Lot</td> </tr> <tr> <td>Mortgage Balance \$</td> <td>Agent</td> </tr> </table>	Type	Price	Rooms	Key #	Bedrooms	Baths	Kitchens	Block	Lot	Mortgage Balance \$	Agent
Type	Price											
Rooms	Key #											
Bedrooms	Baths											
Kitchens	Block	Lot										
Mortgage Balance \$	Agent											

Property Information Construction _____ Det., Att., Semi _____ Garage _____ Driveway _____ Lot Size _____ Building Size _____	Property Expense Real Estate Taxes \$ _____ Water & Sewer \$ _____ Heating Oil / Gas \$ _____ Electric \$ _____ Insurance \$ _____ Total \$ _____	Personal Property Stoves _____ Refrigerator _____ Washer _____ Dryer _____ Dishwasher _____ Carpets _____
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	Rooms	Layout	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.

_____	_____	_____	_____
<i>Homeowner or Homeowner's Agent</i>	<i>Date</i>	<i>Homeowner or Homeowner's Agent</i>	<i>Date</i>
_____	_____	_____	_____
<i>For Sale and Sold Sign Authorization</i>	<i>Date</i>	<i>Realty Executives Today Agent</i>	<i>Date</i>

Licensed Real Estate Broker, Each Office Individually owned and operated



REALTY EXECUTIVES TODAY

32-56 Steinway Street, Astoria, NY 11103

Tel. 718-274-2400 Fax 718-932-1181

www.RealtyExecutivesTodayNYC.com

Brokerage Agreement

Realty Executives Today, of 32-56 Steinway Street, Astoria, New York represents that it is duly licensed as a real estate broker by the state of New York and that it is the sole broker instrumental in the prospective sale of the premises located at:

Address of Property: _____

Price: _____

Purchaser: _____

Seller: _____

Seller agrees to a brokerage fee of:

\$ _____ Dollars now earned by Broker. In the event there is no closing due to Purchaser's failure, no fee will be collected by Broker.

Seller: _____ Date: _____

Seller: _____ Date: _____

Broker: _____ Date: _____

N.Y.S. Licensed Real Estate Broker. Each office independently owned and operated.



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



REALTY EXECUTIVES TODAY

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Apartment Application Form					
Applicant Information			Co-Applicant		
Applicant's Name			Co-Applicant		
Social Security Number	Home Phone #	Children No.	Social Security Number	Home Phone #	Children No.
Marital Status	Email address		Marital Status	Email address	
Present Address <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No Yrs.			Present Address <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs		
Present Landlord		Phone Number	Present Landlord		Phone Number
Applicant Employment Information			Co-Applicant		
Name & Address of Employer Yrs. On this job _____			Name & Address of Employer Yrs. On this job _____		
Income: \$			Income: \$		
Position/Title/Type of Business		Business Phone #	Position/Title/Type of Business		Business Phone #
Apartment Information					
Apt. Size:		Rms:	Bdrms:	Apt. Bldg:	
Pvt. House:	Rent range:		Desired move in date:		Pets
Location:					
Apartments Shown -For Office Use					
ADDRESS					INITIAL
1.					
2.					
3.					
Agent:		Direct Phone #		Ext. #	
<p>*If I rent an apartment shown or submitted to me by REALTY EXECUTIVES TODAY, I agree to immediately pay said broker a fee equal to 10% of the yearly rent.</p> <p>*The undersign hereby grant the authorization to REALTY EXECUTIVES TODAY to request from a company or companies of its choice a full credit report on previous and present credit history. The authorizations are valid for a period of one hundred days from the above date. The Credit Report Fee is \$30.00 and it is prepared by Sunrise Credit Services.</p>					
Applicant		Date	Applicant		Date

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Application for Apartment

Date: _____ Customer#: _____ Agent: _____

Name: _____ Social Security #: _____
Address: _____
Home Phone: _____ How many years at this address: _____
Present Landlord's Name: _____
Address: _____ Phone: _____
Employer/Business: _____ Position: _____
Address: _____ Phone: _____
Supervisor: _____ I.D. #: _____
How long in this company or business: _____ Yearly Salary: _____

References: Business and Personal

1) _____ Phone _____ Relationship _____
2) _____ Phone _____ Relationship _____
3) _____ Phone _____ Relationship _____
4) _____ Phone _____ Relationship _____
Bank _____ Address _____
Account in the of: _____ Account#: _____

Intended Occupants of Apartments Adults

Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____

Children

Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____

The applicant confirms that the above statements are true and are made to induce the landlord to approve this application. The Landlord is authorized to look into the above Statements.

Applicant _____ Date _____ Applicant _____ Date _____

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Purchase Interview Form

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

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

Date:	Address:	Likes:	Dislikes: