



Hello and thank you for listing your home through our flat fee service.

If you downloaded the zip folder you will find 19 Files. You need to fill out 8 of them and send them back to me.

If you have a residential 1-4 family home, then please download and fill out:

1. Client information.pdf

2. Contract.pdf

3. Lead-paint.pdf

4. NYS Agency.pdf

5. Property condition disclosure notice.pdf

6. Residential Data-form.pdf

7. COVID-19 Disclosure.pdf

8. Anti-Discrimination.pdf

****If you have a condo or co-op, please fill out the **Condo-coop Data Form.pdf** instead of the Residential Data-form.pdf. All the other forms are the same.

There is also a **Release-Cancel.pdf** form in case you want to cancel. Just sign it and send it to me and I will fill out the rest and send you a copy.

****There is a youtube video that I made that goes over how to fill out the forms... See the video on this page <https://longislandflatfee.com/listing-paperwork>

The Property Description allows 1000 characters. Please go to a site like <http://www.charactercountonline.com/> to check your description length. Paragraphs are not allowed, so just write one big block of sentences.

****Please do not alter the contract.****

****When you get your paperwork done, please email them to me at Matt@longislandflatfee.com

If you purchased the monthly plan, then make the expiration date more than a month (like a 6 months or 12 months) so we don't have to do an extension form every month. Don't worry, you won't be locked in, you can cancel anytime. If you need to extend your listing, then I need a "Report of Change" form sent to me.

If you want to fill in my name as the listing agent and company, then the info to do so is below. If you do not want to fill that info then I will do it when you send back the paperwork.

Listing agent: Matthew Hart

Company: World Properties Int'l Sea to Sky Realty

***** I can upload a max of **36 Photos**. Please do not send me more than 36 photos.*****

If you were previously listed with another company, Do Not send me their photos. I cannot use photos that were taken by another real estate company unless you can provide written authorization from that agent to use them. Photos cannot be larger than 20mb. When you get your photos done, please email them to me at

Matt@longislandflatfee.com

If you want us to take your photos and you did not order them when you purchased, you can go back to the website and order photos from the "addons" page.

I have also included a Sign In Sheet for Open Houses and 3 editable .pdf Flyers for open houses. You need adobe reader to open it and edit it so if you don't have it, you can download it for free at <https://get.adobe.com/reader/>

To edit the flyer just click on the elements that you want to change and start typing or choose a new photo from your computer. Don't worry about the weird color over the text. That will not be there when you print it.

If you want a data flyer from the MLS as well, just email me and I will send you one.

ZILLOW.com

Zillow is now an MLS Participant! Our MLS system DOES NOT have the capability to block the Zillow feed any longer so you CAN NOT keep control of your Zillow home listing.

Zillow has obtained a broker's license and has become a Participant in OneKey™ MLS and most other MLS's around the country.

They will now be receiving listings through the MLS IDX feed like other Participants subscribing to IDX.

The field "Publish to Zillow (Y or N)" has been removed from the MLS system.

You **WILL** still receive any leads or phone calls from that Zillow listing that we receive. My info will be there as the Listing Agent but you will still get all the leads that come to me. I can no longer add your phone number into the Zillow description. (NO ONE CAN)

Also, Zillow is its own company and can do whatever they want with their website. If your listing on Zillow is not correct or displays something that you don't like, let me know and I will try to correct it. If not, then I have no other control over Zillow.

If you sell or cancel and Zillow sees that your property is no longer listed with a real estate company, (it takes about a day or so), you can then go in and claim full ownership of the property again if we created the listing through our MLS feed.

My personal cell phone number is 917-202-8386

I look forward to helping you sell your home.

Matthew Hart, Broker

World Properties Int'l Sea to Sky Realty, Inc.

445 Broadhollow Road, Suite 25, Melville, NY 11747

Office: 631-961-4626

Fax: 631-892-8665

******If you are buying in Nassau, Suffolk or Queens and want to make some additional money, please consider our 1% Buyers Rebate Program. If you use me as your agent and call me first to show you homes, I will give you 1% of the sales price back when you close up to \$5,000. So if you buy a house for \$400,000, I will give you a check for \$4,000.**

If you are interested in the 1% Buyers Rebate Program, then give me a call at 917-202-8386 or go to <https://longislandflatfee.com/buyer-rebate>.