



## **ROCKFORD AREA ASSOCIATION OF REALTORS®**

**PHONE: 815-395-6776**

**FAX: 815-395-6770**

### **RECIPROCAL LISTING INFORMATION**

#### **REQUIRED TO ENTER A LISTING IN RAAR:**

1. Copy of the **SIGNED LISTING AGREEMENT**
2. \$25.00 check made out to **RAAR** or a credit card number filled out on the attached form. We accept Visa, MasterCard, Discover and American Express
3. All fields must be filled out on the RAAR listing contract. (All required fields are listed in an attached sheet.)
4. Photos of property (up to 11) can be emailed to **Heather@rockfordarearealtors.org**
5. Included is a status change form for any changes that may arise.
6. **Return all required info to your Association.**



# ROCKFORD AREA REALTORS®

Rockford Area Association of REALTORS®

## Credit Card Authorization Form

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

=====

Choose credit card type:

Visa

Mastercard

American Express

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Security code: \_\_\_\_\_

I authorize RAAR to charge my credit card for each reciprocal listing at \$25 per listing.

Signature: \_\_\_\_\_



ROCKFORD AREA ASSOCIATION OF REALTORS®
UNIFORM RESIDENTIAL LISTING CONTRACT



In consideration of broker's agreement to market for sale the premises hereafter described, Seller authorizes Broker to submit the listing to the Multiple Listing Service of Rockford in compliance with its rules and to offer buyer agency and to share any portion of the real estate commission with a buyer agency. The following persons affiliated with listing broker shall act as seller agents only, unless acting as dual agents

(Name designated agents including additional designated agents if desired)

Seller grants for the term of \_\_\_\_\_ months from date hereof the exclusive right and privilege to sell the following premises commonly known as: \_\_\_\_\_ and legally described as:

PIN Code: \_\_\_\_\_ for the sum of \$ \_\_\_\_\_ or such sum as Seller may accept, payable in cash at the time of closing or on such other terms as acceptable to Seller. In the event of an exchange or trade to which the Seller consents, the broker may be entitled to receive a brokerage fee from both parties. Broker agrees to provide minimum services as required by Section 15-75 of the Real Estate License Act.

If during the listing period the property is sold by seller, the broker, or anyone else; or if the broker or any member of the Multiple Listing Service produces a buyer, ready, willing, and able to purchase the property; or if, within 180 days after the expiration or cancellation of this contract a sale is made to any person to whom the property has been shown by the Broker, Seller, or by any member of the Multiple Listing Service, or anyone else during the listing period, provided premises is not at the time listed with another licensed Broker, Seller agrees to pay Broker a brokerage fee of \_\_\_\_\_% of the sales price at the closing as listing agent and authorizes Broker to pay from such fee to a cooperating Broker, a buyer agency fee of \_\_\_\_\_%.

Seller acknowledges that designated agents of listing broker are agents of the seller. Designated agents of buyer broker are agents of the buyer even though compensated by seller. Dual agents (representing both seller and buyer) are agents of both acting as such only upon written disclosure and with consent of both.

In the event of a sale, Seller will convey or agree in writing to convey, by warranty deed, merchantable title to the premises to the Buyer thereof and will furnish evidence of merchantable title as of the date of closing.

Broker is authorized to advertise and to place a "For Sale" sign and electronic lock box on the premises and to have access to the premises for the purpose of showing the premises at reasonable hours.

This contract by reason of the mutual promises contained herein constitutes a valid bilateral contract between broker and seller enforceable by either party and may be amended or terminated prior to the expiration date only by the written agreement of both parties, and in the event of termination prior to the expiration date by agreement of the parties, broker shall be entitled to reimbursement for expenses incurred by broker on behalf of seller.

Seller and broker acknowledge that it is illegal for either the owner or the broker to refuse to display or sell to any person because of one's membership in a protected class, e.g.; race, color, religion, national origin, sex, sexual orientation, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by Article 3 of the Illinois Human Rights Act.

Where earnest money is forfeited by default of the buyer, such earnest money shall first be applied to the payment of expenses incurred for the seller by his broker, and the balance, if any, shall be divided equally between seller and broker. Any party breaching this contract shall be responsible for reasonable attorney's fees, expenses and court costs incurred. Seller hereby acknowledges receipt of a copy of this contract. This contract constitutes the entire agreement between the parties.

LSN: \_\_\_\_\_ USE ONLY FOR CLASSES: HSE-DUP-CDO Rockford, Illinois
Date \_\_\_\_\_
ADD: \_\_\_\_\_ LPR: \_\_\_\_\_
CTY: \_\_\_\_\_ ZIP: \_\_\_\_\_ Expiration \_\_\_\_\_
Date \_\_\_\_\_
CLS: \_\_\_\_\_ BRS: \_\_\_\_\_ TERMS: SS \_\_\_\_\_ CONT \_\_\_\_\_ ASSU \_\_\_\_\_ GOVT \_\_\_\_\_ SPL: \_\_\_\_\_ VR: \_\_\_\_\_ GRD: \_\_\_\_\_ LOC: \_\_\_\_\_
LOF# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_ AGT# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_
CO-LISTER AGT# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_
OWNER: \_\_\_\_\_ PH: \_\_\_\_\_
STY: \_\_\_\_\_ APPROX AGE: \_\_\_\_\_ LEGAL: \_\_\_\_\_
LR: \_\_\_\_\_ PIN: \_\_\_\_\_ LOT F: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_ S: \_\_\_\_\_
DIN: \_\_\_\_\_ HEAT: \_\_\_\_\_ CAIR: \_\_\_\_\_ SPC: \_\_\_\_\_ TAXES: \_\_\_\_\_ YR: \_\_\_\_\_ (Agent)
KIT: \_\_\_\_\_ SEWR: \_\_\_\_\_ WATR: \_\_\_\_\_ RNGE: \_\_\_\_\_ FPL: \_\_\_\_\_ POSS: \_\_\_\_\_
FAM: \_\_\_\_\_ SOFT: \_\_\_\_\_ RTL: \_\_\_\_\_ DISH: \_\_\_\_\_ DISP: \_\_\_\_\_ GR: \_\_\_\_\_ GR: \_\_\_\_\_
BR: \_\_\_\_\_ ACR: \_\_\_\_\_ GAS: \_\_\_\_\_ EXT: \_\_\_\_\_ MD: \_\_\_\_\_ SR: \_\_\_\_\_ (Broker Signature)
BR: \_\_\_\_\_ GAR: \_\_\_\_\_ BST: \_\_\_\_\_ REM/DIR: \_\_\_\_\_
BR: \_\_\_\_\_
BR: \_\_\_\_\_ (Seller Signature)
BTH: \_\_\_\_\_
REALTOR INSTRUCTIONS \_\_\_\_\_ (Seller Signature)

(THIS CONTRACT TO BE SIGNED BY BROKER AND BY THE LEGAL TITLEHOLDER(S) WITH MARITAL STATUS WHERE APPLICABLE. NON-TITLEHOLDING SPOUSE RESIDING IN PREMISES OR BY AUTHORIZED LEGAL REPRESENTATIVE i.e. EXECUTOR, ADMINISTRATOR, TRUSTEE, POWER OF ATTORNEY, PARTNERS, CORPORATE OFFICES) REVISED May 2006



ROCKFORD AREA ASSOCIATION OF REALTORS®
UNIFORM RESIDENTIAL LISTING CONTRACT



In consideration of broker's agreement to market for sale the premises hereafter described, Seller authorizes Broker to submit the listing to the Multiple Listing Service of Rockford in compliance with its rules and to offer buyer agency and to share any portion of the real estate commission with a buyer agency. The following persons affiliated with listing broker shall act as seller agents, only unless acting as dual agents

(Name designated agents including additional designated agents if desired)

Seller grants for the term of \_\_\_\_\_ months from date hereof the exclusive right and privilege to sell the following premises commonly known as: \_\_\_\_\_ and legally described as:

\_\_\_\_\_ PIN Code: \_\_\_\_\_ for the sum of \$ \_\_\_\_\_ or such sum as Seller may accept, payable in cash at the time of closing or on such other terms as acceptable to Seller. In the event of an exchange or trade to which the Seller consents, the broker may be entitled to receive a brokerage fee from both parties. Broker agrees to provide minimum services as required by Section 15-75 of the Real Estate License Act.

If during the listing period the property is sold by seller, the broker, or anyone else; or if the broker or any member of the Multiple Listing Service produces a buyer, ready, willing, and able to purchase the property; or if, within 180 days after the expiration or cancellation of this contract a sale is made to any person to whom the property has been shown by the Broker, Seller, or by any member of the Multiple Listing Service, or anyone else during the listing period, provided premises is not at the time listed with another licensed Broker, Seller agrees to pay Broker a brokerage fee of \_\_\_\_\_% of the sales price at the closing as listing agent and authorizes Broker to pay from such fee to a cooperating Broker, a buyer agency fee of \_\_\_\_\_%.

Seller acknowledges that designated agents of listing broker are agents of the seller. Designated agents of buyer broker are agents of the buyer even though compensated by seller. Dual agents (representing both seller and buyer) are agents of both acting as such only upon written disclosure and with consent of both.

In the event of a sale, Seller will convey or agree in writing to convey, by warranty deed, merchantable title to the premises to the Buyer thereof and will furnish evidence of merchantable title as of the date of closing.

Broker is authorized to advertise and to place a "For Sale" sign and electronic lock box on the premises and to have access to the premises for the purpose of showing the premises at reasonable hours.

This contract by reason of the mutual promises contained herein constitutes a valid bilateral contract between broker and seller enforceable by either party and may be amended or terminated prior to the expiration date only by the written agreement of both parties, and in the event of termination prior to the expiration date by agreement of the parties, broker shall be entitled to reimbursement for expenses incurred by broker on behalf of seller.

Seller and broker acknowledge that it is illegal for either the owner or the broker to refuse to display or sell to any person because of one's membership in a protected class, e.g.; race, color, religion, national origin, sex, sexual orientation, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by Article 3 of the Illinois Human Rights Act.

Where earnest money is forfeited by default of the buyer, such earnest money shall first be applied to the payment of expenses incurred for the seller by his broker, and the balance, if any, shall be divided equally between seller and broker. Any party breaching this contract shall be responsible for reasonable attorney's fees, expenses and court costs incurred. Seller hereby acknowledges receipt of a copy of this contract. This contract constitutes the entire agreement between the parties.

LSN: \_\_\_\_\_ USE ONLY FOR CLASSES: APT-BUS-COM-LOT-ACR-FRM Rockford, Illinois
Date \_\_\_\_\_
LPR: \_\_\_\_\_
ADD: \_\_\_\_\_ CTY: \_\_\_\_\_ ZIP: \_\_\_\_\_ Expiration \_\_\_\_\_
CLS: \_\_\_\_\_ BRS: \_\_\_\_\_ TERMS: SS \_\_\_\_\_ CONT \_\_\_\_\_ ASSU \_\_\_\_\_ GOVT \_\_\_\_\_ SPL: \_\_\_\_\_ VR: \_\_\_\_\_ GRD: \_\_\_\_\_ LOC: \_\_\_\_\_ Date \_\_\_\_\_
LOF# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_ AGT# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_ Broker Office: \_\_\_\_\_
CO-LISTER AGT# \_\_\_\_\_ AB: \_\_\_\_\_ PH: \_\_\_\_\_
OWNER: \_\_\_\_\_ PH: \_\_\_\_\_
ACR: \_\_\_\_\_ UNT: \_\_\_\_\_ LEGAL: \_\_\_\_\_
PIN: \_\_\_\_\_ SPC: \_\_\_\_\_ LOT F: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_
REM/DIR: \_\_\_\_\_ (Agent)

(Broker Signature)

(Seller Signature)

(Seller Signature)

REALTOR INSTRUCTIONS

(THIS CONTRACT TO BE SIGNED BY BROKER AND BY THE LEGAL TITLEHOLDER(S) WITH MARITAL STATUS WHERE APPLICABLE. NON-TITLEHOLDING SPOUSE RESIDING IN PREMISES OR BY AUTHORIZED LEGAL REPRESENTATIVE i.e. EXECUTOR, ADMINISTRATOR, TRUSTEE, POWER OF ATTORNEY, PARTNERS, CORPORATE OFFICES) REVISED May 2006

Required fields for the Rockford Area Association of REALTORS® Listing Contract

- List Price (LPR)
  - Address (ADD)
  - City
  - Zip Code
  - Class (HSE or DUP or CDO)
  - Bedrooms (BRS)
  - Commission Split (SPL)
  - Owner Name (if C/O or OOR please provide documentation from the owner)
  - Style (Ranch, 2 story, 1 story, tri-level, etc)
  - Approximate Age
  - Legal Description
  - All Applicable Room Dimensions:
    - LR-Living Room
    - Din-Dining Room
    - Kit-Kitchen
    - Fam-Family Room
    - BRS-Bedroom
  - PIN (Property Identification Number)
  - Lot sizes (unless over 1 acre)
  - HEAT -Type (GFA, Elec, etc)
  - CAIR (Central Air) Yes or No
  - Taxes
  - YR (Tax Year)
  - Sewer – Public or Septic
  - Water – Public or Well
  - Rnge (Range) Y or N
  - FPL (fireplace Y or N)
  - POSS (possession)
  - SOFT (Water softener) Y or N
  - RTL (Is the water softener rented) Y or N
  - DISH (dishwasher Y or N)
  - DISP (disposal) Y or N
  - GR (Grade school name)
  - MD (Middle School name)
  - SR (High school name)
  - ACR (acres-if applicable)
  - GAS (type of gas-natural, propane etc)
  - EXT (Exterior type)
  - GAR (number of stalls)
  - BST (basement) Y or N
-

**STATUS REPORT**  
**ROCKFORD AREA ASSOCIATION OF REALTORS®**  
**Multiple Listing Service**

Listing # \_\_\_\_\_ Address \_\_\_\_\_  
Listing Office \_\_\_\_\_ Listing Office # \_\_\_\_\_  
**SALE INFO:** Selling Office \_\_\_\_\_ Selling Office # \_\_\_\_\_  
Selling Agent \_\_\_\_\_ Selling Agent # \_\_\_\_\_  
Date Sold \_\_\_\_\_ **STC** (If checked listing will remain active)  
Type of Financing CASH \_\_\_\_\_ ASSUMP \_\_\_\_\_ CONV. \_\_\_\_\_ FHA \_\_\_\_\_  
VA \_\_\_\_\_ CONT. \_\_\_\_\_ IDHA \_\_\_\_\_ OTHER \_\_\_\_\_

-----  
**These Changes Require Seller's Signature**

New Price: \_\_\_\_\_ Extended To: \_\_\_\_\_ Cancelled Date: \_\_\_\_\_

**Cancelled requires Broker's signature**

-----  
\_ **CLOSED INFO:** Date \_\_\_\_\_ Sale Price \_\_\_\_\_

**ADDITIONAL CHANGES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_  
x \_\_\_\_\_ x \_\_\_\_\_  
Seller's Signature Seller's Signature

Revised 10/97