REALTOR®

Tallahassee Board of REALTORS®, Inc.

EQUAL HOUSING OPPORTUNITY

NO BROKER RELATIONSHIP NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES WHO HAVE NO BROKERAGE RELATIONSHIP WITH A POTENTIAL SELLER OR BUYER DISCLOSE THEIR DUTIES TO SELLERS AND BUYERS.

As a real estate licensee who has no brokerage relationship with you,

Joan H. Raley, REALTOR®

(Insert name of Real Estate Firm)

and its associates owe to you the following duties:

SAMPLE

1. Dealing honestly and fairly;
2. Disclosing all known facts that materially affect the value of residential real property which are not readily observable to the buyer.
3. Accounting for all funds entrusted to the licensee.

Date _____ Signature _____

Date _____ Signature _____

Effective July 1, 2006

REALTOR®

Tallahassee Board of REALTORS®, Inc.

EQUAL HOUSING OPPORTUNITY

(TRANSACTION BROKER NOTICE)

As a transaction broker, **Joan H. Raley, REALTOR®** (insert name of Real Estate Firm), and its Associates provides to you a limited form of representation that includes the following duties:

1. Dealing honestly and fairly;
2. Accounting for all funds;
3. Using skill, care, and diligence in the transaction;
4. Disclosing all known facts that materially affect the value of residential real property and are not readily observable to the buyer;
5. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing;
6. Limited confidentiality, unless waived in writing by a party. This limited confidentiality will prevent disclosure that the seller will accept a price less than the asking or listed price, that the buyer will pay a price greater than the price submitted in a written offer, of the motivation of any party for selling or buying property, that a seller or buyer will agree to financing terms other than those offered, or of any other information requested by a party to remain confidential; and
7. Any additional duties that are entered into by this or by separate written agreement.

SAMPLE

Limited representation means that a buyer or seller is not responsible for the acts of the licensee. Additionally, parties are giving up their rights to the undivided loyalty of the licensee. This aspect of limited representation allows a licensee to facilitate a real estate transaction by assisting both the buyer and the seller, but a licensee will not work to represent one party to the detriment of the other party when acting as a transaction broker to both parties.

_____
Date

_____ _____
Signature Signature

Effective July 1, 2006

TALLAHASSEE BOARD OF REALTORS®, INC.

LISTING AGREEMENT FOR EXCLUSIVE RIGHT OF SALE

(REVISED SEPTEMBER 2009)

REALTOR®

EQUAL HOUSING OPPORTUNITY

1. DATE OF AGREEMENT: _____

2. PARTIES: _____ as BROKER, and

_____ as SELLER agree that BROKER shall be engaged to market and sell Real Property owned by SELLER as follows:

3. LEGAL DESCRIPTION of real estate:

Lot_____ Block_____ Subdivision _____ Unit _____

located in_____ County, FL. ☐ Metes and Bounds legal description attached.

Property Address: _____ Zip Code: _____

4. PRICE: The Property shall be offered at the following price: $_____

5. TERM OF AGREEMENT: SELLER hereby gives BROKER _____ months, expiring _____ the exclusive right to find a Buyer for the above described Property.

(A) In the event the SELLER decides not to sell the Property BROKER may agree to cancel this agreement. SELLER agrees to sign a Listing Agreement Cancellation, reimburse BROKER for all expenses incurred in marketing the Property and simultaneously pay the BROKER a cancellation fee of _____.

(B) Broker may, at BROKER'S discretion, cancel this Agreement upon 15 days written notice to the SELLER.

SAMPLE

6. PERSONAL PROPERTY: All fixed equipment, fixtures and the following non-fixed items are included in the purchase price:

☐ Above Ground Pool	☐ Generator	☐ Refrigerator ☐ with Ice Maker	☐ Water Softener/Purifier
☐ Ceiling Fans – all	☐ Ice Maker–Stand Alone	☐ Satellite System	☐ Window Treatments – all
☐ Central Vacuum and Attachements	☐ Intercom	☐ Security System – owned	☐ Window/Wall AC
☐ Dishwasher	☐ Light Fixtures – all	☐ Spa or Hot Tub with Heater	☐ _____
☐ Disposal	☐ Microwave Oven	☐ Sprinkler System	☐ _____
☐ Dryer	☐ Pool Equipment	☐ Storage Shed	☐ _____
☐ Garage Door Opener and Transmitter(s)	☐ Pool Heater	☐ Trash Compactor	☐ _____
	☐ Range/Oven	☐ Washer	☐ _____

The following items are excluded: _____

_____

7. SELLER'S REPRESENTATIONS: SELLER warrants that representations of Property furnished to BROKER by SELLER are true. SELLER represents that SELLER has legal authority and capacity to convey the Property with all improvements. SELLER further certifies and represents that the Property has no known latent defects or facts that materially affect the Property's value except those as noted on the Tallahassee Board of Realtor's "Seller's Property Disclosure". SELLER agrees to immediately inform BROKER of any material facts that arise after signing this Agreement. SELLER agrees to indemnify BROKER and hold BROKER harmless from losses, damages, costs and expenses of any nature, including attorney's fees, and from liability to any person, that BROKER incurs because of (a) SELLER'S negligence, representations, misrepresentations, actions or inactions, or, (b) the existence of undisclosed material facts about the Property. This clause will survive BROKER'S performance and the transfer of title.

Initials: _____

_____

8. **SELLER'S RESPONSIBILITIES:** SELLER agrees to furnish BROKER keys to the Property. SELLER will make the Property available for BROKER to show to prospective Buyers during reasonable hours. SELLER agrees to immediately refer all inquiries on the Property to BROKER and to inform BROKER prior to leasing, mortgaging or otherwise encumbering the Property. SELLER will consult appropriate professionals for related legal, tax, property condition, environmental, foreign reporting requirements and other specialized advice.

9. **BROKER'S RESPONSIBILITIES:** In consideration of this Exclusive Right of Sale, BROKER agrees to (a) Process the Property through the Multiple Listing Service within _____ days of execution of this Agreement; (b) Market the Property as BROKER deems advisable; (c) Furnish sales information requested by any Broker.

10. **SELLER'S COSTS:** SELLER authorizes BROKER to arrange for and obtain all items necessary to consummate a closing on the Property as agreed upon by SELLER and Buyer and directed by the Contract for Sale and Purchase between those parties. SELLER agrees to be responsible for payment of these items in a timely fashion regardless of the outcome of the transaction.

11. **PRORATIONS:** All taxes from the current year, assessments imposed by a Community Development District (CDD), rents, other income and expenses of the Property, and homeowner's association dues, if applicable, shall be prorated as of date of closing.

12. **BROKERAGE FEE:**

(A) For finding a Buyer ready, willing and able to purchase the Property, SELLER agrees to pay BROKER, no later than closing date a brokerage fee of $_____ or _____% of the price at any price and terms acceptable to SELLER, along with $_____ transaction fee. Closing is not a prerequisite for brokerage fee being earned. Brokerage fee is due if any interest in the Property is transferred whether by sale, exchange, governmental action, or any other means of transfer, including if SELLER defaults on an executed Contract for Sale and Purchase or agrees with a Buyer to cancel an executed Contract for Sale and Purchase where Buyer is not relieved of obligations to purchase under the terms of any Contract agreements, whether the Buyer be secured by BROKER or SELLER, or by any other person; or, if the Property is sold within _____ months after expiration of this agreement to any person to whom the said Property has been submitted by BROKER, a cooperating BROKER, or SELLER'S representatives. No brokerage fee shall be due BROKER if, after this listing has expired, the Property is relisted with another Broker and sold through that Broker's listing agreement.

SAMPLE

(B) In exchange of this Property, permission is given BROKER to receive brokerage fees from both parties.

(C) BROKER will provide the following representation to SELLER:

- ☐ TRANSACTION BROKERAGE
- ☐ SINGLE AGENCY, BROKER may transition to Transaction Broker when required. SELLER must sign required "Consent to Transition to Transaction Broker" agreement.
- ☐ NON-REPRESENTATION

(D) COOPERATION WITH OTHER BROKERS: SELLER acknowledges that BROKER will offer compensation as follows:

- ☐ $_____ or _____% Brokerage Fee will be offered to Transaction Brokers of the TBR MLS.
- ☐ $_____ or _____% Brokerage Fee will be offered to Buyer's Brokers of the TBR MLS.
- ☐ $_____ or _____% Brokerage Fee will be offered to Non-Representation Brokers of the TBR MLS.

13. **DEPOSITS:** If a deposit is forfeited by a Buyer, the SELLER will be entitled to _____% of the deposit.

14. **NO VERBAL AGREEMENTS:** SELLER and BROKER acknowledge that this Agreement does not guarantee a sale and that there are no other agreements, promises or understandings either expressed or implied between them other than specifically set forth herein and that there can be no alterations or changes to this Agreement except in writing and signed by both BROKER and SELLER. SELLER warrants there are no prior agreements on this Property, listing, sale or otherwise, that have not been terminated.

15. **NON-DISCRIMINATION:** This Property is offered to any person without regard to race, color, religion, national origin, sex, age, handicap, or familial status, or by any other factor protected by federal, state, or local law.

Initials: _____

16. AUTHORIZATIONS:

(A) SELLER ☐ does ☐ does not authorize the use of a lockbox system.

(B) SELLER authorizes BROKER to place appropriate signage on the Property, including, but not limited to For Sale sign(s), Sale Pending rider(s), and Sold rider(s).

(C) SELLER authorizes BROKER to use SELLER'S name when marketing the Property.

(D) SELLER authorizes BROKER to advertise the Property as BROKER deems beneficial in newspapers, publications, computer networks, including internet sites and other media to include photos and virtual tours (unless SELLER opts out below). SELLER has been informed that through the use of these marketing tools the Property will be marketed more widely and if utilized, a lockbox system will help the Property be more readily shown to prospective Buyers but personal property of the SELLER may be more susceptible to theft or damage. SELLER agrees that if utilized, the lockbox system will be for the benefit of the SELLER. SELLER is advised to secure their valuables. SELLER releases BROKER and those working by or through the BROKER, and the Tallahassee Board of REALTORS, Inc. from all liability in connection with any loss that may occur.

(E) SELLER authorizes BROKER to report to the MLS system the listing information, price, terms and financing information on any resulting sale for use by authorized Tallahassee Board of REALTORS members, MLS participants and subscribers.

(F) VIRTUAL OFFICE WEBSITES: Some BROKERS offer real estate brokerage services online. These websites are referred to as Virtual Office Websites (VOW). An automated estimate of market value or comments/reviews about a property may be displayed in conjunction with a property on some VOWS. Anyone who registers on a VOW may gain access to such automated valuations or comments/reviews about any property displayed on a VOW. Unless limited below, a VOW may display automated valuations or comments/reviews (blogs) about this Property.

SELLER ☐ does ☐ does not want the Property to be displayed on the internet other then in MLS. SELLER understands that if the "does not" option is chosen consumers who search for listings on the internet will not see information about the listed Property.

SELLER ☐ does ☐ does not want the address of the listed Property to be displayed on the internet.

SELLER ☐ does ☐ does not authorize an automated estimate of the market value of the listing (or hyperlink to such estimate) to be displayed in immediate conjunction with the listing of this Property.

SELLER ☐ does ☐ does not authorize third parties to write comments/reviews about the listing of the Property (or display a hyperlink to such comments/reviews) in immediate conjunction with the listing of this Property.

SAMPLE

17. SPECIAL CLAUSES: _____

_____

_____

18. LEGAL MATTERS: This is a legal contract binding on all parties hereto, and is binding on SELLER'S heirs, personal representatives, administrators, successors and assigns. If SELLER does not fully understand this Agreement SELLER should seek competent legal advice. In connection with any litigation arising out of this Agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees.

19. COPY OF AGREEMENT: Signature of Sales Associate shall serve as acceptance for BROKER. BROKER will provide executed copy of this agreement to SELLER. Signatures, initials, and modifications communicated by facsimile (Fax) will be considered binding.

_____ _____

SALES ASSOCIATE SELLER

_____ _____

DESIGNATED BROKER SELLER

_____

SELLER'S MAILING ADDRESS (INCLUDE ZIP CODE)

_____ _____

SELLER'S E-MAIL ADDRESS(ES) SELLER'S PHONE

©1998, Tallahassee Board of REALTORS, Inc. Rev. 09/09 [02]

ADDENDUM TO THE LISTING AGREEMENT
SELLER'S DISCLOSURE

We the undersigned of the property located at _____ **County, at**

_____

Florida, with the legal description _____

_____

SAMPLE

have been advised by JOAN H. RALEY, REALTOR® that:

SELLERS MAY BE HELD LIABLE FOR NOT DISCLOSING TO A PURCHASER HIDDEN OR LATENT DEFECTS IN THE PROPERTY, SUCH AS STRUCTURAL DEFECTS, LEAKING OR WET BASEMENTS, PROBLEMS WITH WELLS, SEPTIC TANKS, PLUMBING OR GAS LINES, HEATING OR COOLING SYSTEMS, ROOFS, ETC. SELLERS MAY ALSO BE LIABLE FOR NOT DISCLOSING TO THE PURCHASER EASEMENTS, ENCROACHMENTS, ENCUMBERANCES, UNRECORDED RIGHT OF WAYS, RESTRICTIONS OR ANYTHING THAT MAY EFFECT THE TITLE.

We wish to disclose the following items which will be discussed with the purchaser prior to a sales contract.

_____

_____

_____

_____

By signing this agreement, I (We) understand that JOAN H. RALEY, REALTOR® will use this ADDENDUM TO THE LISTING AGREEMENT for disclosing facts to the purchaser(s).

_____ _____

DATE **SELLER**

_____ _____

DATE **SELLER**

EQUAL HOUSING OPPORTUNITY

LOAN STATUS LETTER REQUEST & NOTICE OF IMPENDING PAYOFF

TO: Lender _____
Address _____

RE: Loan Number _____
Owners _____
Property Address _____

THE REAL ESTATE COMPANY NAMED BELOW HAS BEEN EMPLOYED TO MARKET AND SELL THE ABOVE REFERENCED PROPERTY.YOUR FULL COOPERATION IN SUPPLYING THE NEEDED INFORMATION IS APPRECIATED.

IF THIS MORTGAGE REQUIRES ADVANCE NOTIFICATION OF IMPENDING PAYOFF, PLEASE CONSIDER THIS LETTER AS NOTIFICATION THAT THE MORTGAGE MAY BE PAID OFF WITH THE COMPLETION OF A SALE.

PLEASE SUPPLY THE FOLLOWING INFORMATION AS COMPLETELY AS POSSIBLE ALONG WITH ANY OTHER PERTINENT INFORMATION AFFECTING THIS LOAN. IF THERE IS A CHARGE TO THE OWNER, PLEASE NOTIFY THE REAL ESTATE COMPANY FIRST. THANK YOU.

TYPE OF MORTGAGE:
☐ FHA ☐ Conventional Fixed Rate
☐ VA ☐ Conventional Adjustable Rate
Other, please identify

Original mortgage balance _____ Current mortgage balance _____ Date of mortgage _____
Term _____ Interest rate _____ % Is loan assumable? _____ Must buyer qualify? _____
Conditions for qualification? _____

Assumption fee _____ Will interest rate be adjusted on assumption? _____ If so, to what? _____
Does this mortgage contain a balloon payment? _____ If so, when? _____
Amount due with the balloon payment _____
Date of last payment made _____ Is loan current? _____
If this is an adjustable rate mortgage please supply the following:

Base rate_Caps _____ Margin _____ How often is payment adjusted? _____ Adjustment date _____

Present monthly payment: $ _____ Principal and Interest
$ _____ Escrow
$ _____ Total

Escrow items
Taxes $ _____ month or $ _____ year Month due _____
Hazard Ins. $ _____ month or $ _____ year Month due _____
Mortgage Ins. $ _____ month or $ _____ year Month due _____
Current Escrow Balance $ _____

THE ABOVE INFORMATION COMPLETED BY _____ DATE _____

PLEASE REPLY TO:
Agent Joan H. Raley, REALTOR
Company Joan H. Raley, REALTOR
Address 2425 Bass Bay Drive, Tallahassee, FL 32312

Owner _____ Date _____

Copyright Tallahassee Board of REALTORS7 1998
3/98

Is your payment on Automatic Pay? _____ Please give notice to cancel.

SS#: _____

Lender toll free number: _____

SAMPLE

REALTOR®

Tallahassee Board of REALTORS®, Inc.

SELLER'S PROCEEDS

(APPROXIMATE)

EQUAL HOUSING OPPORTUNITY

SELLER: _____

PROPERTY ADDRESS: _____

PRICE:	_____	_____
LESS DEBITS:		
A. ESTIMATED SELLING COSTS		
1. Brokerage Fee	_____	_____
2. Transaction Fee	_____	_____
3. State Documentary Stamps on Deed (.70/100)	_____	_____
4. Mortgage Satisfaction and Recording Fee	_____	_____
5. Seller's attorney fee (if any)	_____	_____
6. Wood Destroying Organism Inspection	_____	_____
7. Title Insurance	_____	_____
8. Home Warranty	_____	_____
9. FHA/VA costs required of Seller	_____	_____
10. Buyer's closing costs	_____	_____
11. Express mail fees	_____	_____
12. Potential margin for negotiating	_____	_____
13. Other	_____	_____
14. Other	_____	_____
B. TREATMENT/ REPAIRS/ REPLACEMENTS		
1. Wood Destroying Organism: treatment / repairs	_____	_____
2. Other repairs / replacements	_____	_____
C. PRORATIONS		
1. Taxes	_____	_____
2. Interest	_____	_____
3. Homeowner's Dues	_____	_____
4. Rents/Deposits	_____	_____
5. Other	_____	_____
D. ENCUMBRANCES		
1. First Mortgage	_____	_____
2. Second Mortgage	_____	_____
3. Prepayment Penalty	_____	_____
4. Other	_____	_____
APPROXIMATE SELLER'S PROCEEDS	_____	_____

SAMPLE

These figures are estimates and intended only as a guide. These figures will vary at closing due to any mortgage payoffs and applicable prorations such as: taxes, Homeowner's Association dues, and/or rents. This estimate is based on the assumption that you have disclosed all liens and encumbrances and does not include anything else that may be revealed by a title search. You will receive an exact itemization at closing.

BEFORE YOU SIGN – Please carefully read this and all other documents relating to this sale. If you do not understand some point, ask your Sales Associate for explanation and do not sign any document until you clearly understand it. If you require further explanation, please consult a real estate attorney.

Estimated By: _____ _____
SALES ASSOCIATE DATE

_____ _____
SELLER DATE

_____ _____
SELLER DATE

©1998, Tallahassee Board of REALTORS®, Inc. Rev. 06-04-1 [07]

This software is licensed to [Joan Raley - Joan H. Raley, Realtor] www.transactiondesk.com. Instanet forms



From The Office Of:

Joan H. Raley
Realtor®, GRI, CRS, ABR
Home Economist
(850) 599-1950

Authorization to Release Documents

Date:

To: _____

Fax Number: _____

From: Joan H. Raley, REALTOR®

We (I) authorize you to release the documents requested below to Joan H. Raley, REALTOR®, to document and verify information on the property located at:

_____.

SAMPLE

Documents needed:

1. _____
2. _____
3. _____

Please fax this information at your earliest convenience to 850.894.2239.

If you have any questions, please call Joan at 850.599.1950. ***Thank you!***

_____

Seller/Buyer **Date**

_____

Seller/Buyer **Date**

Word/Business/Forms/Authorization to Release Document

EXPERIENCE • EXPERTISE • EXCELLENCE
MLS • INTERNET • SINCE 1978

Joan H. Raley, REALTOR®
2425 Bass Bay Drive
Tallahassee, Florida 32312
Office: (850) 599-1950
Fax: (850) 894-2239
E-mail: joan@joanraley.com
www.joanraley.com



1978 25th ANNIVERSARY 2003
JOAN H. RALEY, REALTOR®

From The Office Of:

Joan H. Raley
Realtor®, GRI, CRS, ABR
Home Economist
(850) 599-1950

Authorization to Sign

I (we) authorize Joan H. Raley, REALTOR®, to sign or initial our contracts and related documents for this real estate transaction.

SAMPLE

_____.
Date

_____.
Date

EXPERIENCE • EXPERTISE • EXCELLENCE
MLS • INTERNET • SINCE 1978

Joan H. Raley, REALTOR®
2425 Bass Bay Drive
Tallahassee, Florida 32312
Office: (850) 599-1950
Fax: (850) 894-2239
E-mail: joan@joanraley.com
www.joanraley.com

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

_____

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

SAMPLE

Purchaser's Acknowledgment (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home.*

(e) Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date

OLD REPUBLIC Home Protection Company, Inc.

Application

Plan # _____

Step One: Property to be Covered

Street _____

City _____ State _____ Zip _____

Step Two: Choose the Plan and Options

Standard Coverage	Seller (Option)	Buyer
★ Air Conditioner/Cooler/Heat Pump	✓	✓
★ Primary Gas, Oil or Electric Heater	✓	✓
★ Ductwork	✓	✓
★ Plumbing Pipe Leaks	✓	✓
★ Polybutylene Pipe Leaks	✓	✓
★ Water Heater	✓	✓
★ Toilets	✓	✓
★ Instant Hot Water Dispenser	✓	✓
★ Water Pressure Regulator	✓	✓
★ Sump Pump	✓	✓
★ Recirculating Pump	✓	✓
★ Built-in Bathtub Whirlpool Motor and Pump	✓	✓
★ Kitchen Refrigerator	N/A	✓
★ Dishwasher	✓	✓
★ Oven/Range/Cooktop	✓	✓
★ Garbage Disposal	✓	✓
★ Built-in Microwave Oven	✓	✓
★ Trash Compactor	✓	✓
★ Electrical System	✓	✓
★ Exhaust and Ceiling Fans	✓	✓
★ Central Vacuum	✓	✓

○ **Standard Coverage for Home Buyer**		
$399 Premium / $ 55 Trade Call Fee	$ 399	_____
$374 Premium / $ 75 Trade Call Fee	$ 374	_____
$359 Premium / $100 Trade Call Fee	$ 359	_____
○ **Condo/Mobile Coverage for Home Buyer**		
$379 Premium / $ 55 Trade Call Fee	$ 379	_____
$354 Premium / $ 75 Trade Call Fee	$ 354	_____
$339 Premium / $100 Trade Call Fee	$ 339	_____
○ **Coverage for Home Seller** (Home Seller Coverage not available on For Sale By Owner transactions) (Trade Call Fee dependent on Buyer option selected)	$ 60	_____
○ **New Construction (Years 2-4) ($75 Trade Call Fee)**	$ 575	_____

For Sale by Owner properties or homes not in a resale transaction, or any other dwelling type, e.g. multiple units, guest houses, homes over 5,000 sq. ft., please call for quote on rates, effective date of coverage, etc. New Construction not available on multi-unit homes.

Options Available – Buyer Only

○ **Silver Upgrade** (NEW) Includes additional enhancements to Coverage items!	$ 50	_____
○ **Gold Upgrade** (NEW) Provides Coverage for Code Upgrades, Haul Away, Permits, Crane Costs and Refrigerant Recapture!	$ 50	_____
○ Swimming Pool • Spa • Hot Tub • Portable Spa Equipment	$ 160	_____
○ Additional Pool or Spa Equipment	$ 160	_____
○ Well Pump	$ 100	_____
○ Booster Pump (Includes Well Pump Coverage)	$ 150	_____
○ Washer • Dryer (Per Set)	$ 80	_____
○ Garage Door Opener - *Enhanced Coverage!*	$ 30	_____
○ Extended Pipe Leak Coverage (NEW)	$ 100	_____
○ **DRAIN LINE STOPPAGES** *(unlimited footage)* **(includes Septic Tank Pumping at no additional charge!)**	$ 30	_____
○ Septic System (Per Tank)/Sewage Ejector Pump	$ 50	_____
○ Limited Roof Leak Repair ($500 Limit)	$ 50	_____
○ Limited Roof Leak Repair ($1,000 Limit)	$ 100	_____

Total Cost (Due at Close of Sale) $

Please read the contract for specific coverage, exclusions and limits.

Step Three: Home Buyer/Seller Information

Buyer Name _____

Buyer Mailing Address _____

Phone # ( ) _____

Seller Name _____

Phone # ( ) _____

Step Four: Agent Information

Initiating Agent Information ○ Seller's Agent ○ Buyer's Agent

Main Office Phone # ( ) _____

RE Company Name _____ City _____

Initiating Agent _____

Cooperating Agent Information

Main Office Phone # ( ) _____

RE Company Name _____ City _____

Cooperating Agent _____

Closing Company Information

Closing Company Name _____ City _____

Officer _____

Main Office Phone # ( ) _____

File # _____ Estimated Close _____

SAMPLE

Step Five: Sign

Notice: The Plan fee is to be paid at closing and includes the full amount of fees due and payable for Plan administration and provision of service, as well as optional reimbursement to the above named company based on a good faith estimate of the value of its services and expenses incurred in promoting, selling, processing and advertising the Plan. In waiving this program, applicant agrees to hold harmless the Real Estate Broker and/or Agent against any liability resulting from failure of systems and appliances that would have been covered by this Plan.

Plan fee is due at close of sale.

I desire:

○ home buyer's coverage only.

○ home seller's and home buyer's coverage.

Seller's coverage fee due at closing, expiration of listing, or cancellation, whichever occurs first. **FLORIDA RESIDENTS: HOME WARRANTY COMPANIES MAY NOT PROVIDE LISTING PERIOD COVERAGE FREE OF CHARGE.**

○ to decline the benefits of this coverage.

I represent that this Plan is being sold in conjunction with an underlying real estate transaction and that, to the best of my knowledge, all items are in good working order.

Signature _____

Date _____

Please provide attached contract. Original contract will be sent to buyer upon receipt of payment by ORHP.

Step Six: Order the Plan (Plan # _____)

To Order by Internet: www.orhp.com
Phone: 800-445-6999
Mail: P.O. Box 5017, San Ramon, CA 94583-0917
Fax: 800-866-2488
For Service Call: Place service requests online at www.orhp.com
Or call: 800-972-5985