

Listing Contract Guidelines

*** Listings must be uploaded to Salesforce within 24 hours of a Fully Executed Contract.**

Please cc fully executed listing paperwork to: uploads@hawaiilife.com in docusign, email the contract to uploads@hawaiilife.com or submit the documents online: <http://www.agentservices.hawaiilife.com/listing-services>

- Listings may be mutually cancelable with as little as one day's notice.
- We require a Protection Period of 240 DAYS due to the broad scope of our marketing reach and sheer number of prospects who may require additional time to complete a purchase.
- The preferred term for listings is 1-YEAR, with a minimum listing period of 6 MONTHS. We take listings for a fee of 6% of the Purchase Price + Applicable G.E.T. At the Associates' discretion, Listings may include a provision whereby the Commission may be reduced to no lower than 5% in the event the listing agent brings a buyer.

If you have a listing where the commission amount paid changes for any reason: (ie: discount if you bring the buyer)

- You MUST CHECK THE BOX that says "Variable Rate Commission" and write in private remarks: "Commission subject to change based on circumstances, ask listing agent for details."

HAR Exclusive Right to Sell Listing Agreement Page 3 Additional Terms:

- Trust, Partnership, Estate, LLC, Corporation-owned property: Seller to provide Listing Brokerage with documents reflecting the proper signing authority for Seller, within two weeks of the date Seller signs this listing agreement. *If an offer is received prior to receiving these documents, it must be mentioned in a BIC-signed Counter Offer.
- As needed - Photography: Seller agrees that the listing shall be withheld from MLS until photography is completed. Or: Brokerage agrees to have property photographed immediately upon execution of listing agreement subject to photographer's schedule, weather and property availability. And, seller must sign "Certification to withhold from MLS form" as noted below.



MLS Input Form

- Seller must sign "Certification to withhold from MLS form" if you are withholding the listing from the MLS for longer than two days, for any reason.
- "Private/REALTOR Remarks" verbiage: The information herein may contain inaccuracies and is provided without warranty or guaranty of any kind. Agents and Buyers must independently verify any info they deem material or important to their purchase or any offered price there under. Square footage should be confirmed by an appraisal report. (Only applicable on Kauai and Big Island)