



## INSTRUCTIONS FOR FILLING OUT QUICKMLS LISTING PACKAGE

### OBTAINING SERVICE

To start your MLS listing service, we must receive four documents:

1. The Brokerage Disclosure
2. The Listing Agreement
3. The Listing Information Form
4. The Seller's Real Property Disclosure Statement

You may fill obtain these forms in three ways:

1. From our website at [www.QuickMLS.com](http://www.QuickMLS.com), click on "Forms" on the left-hand menu
2. From our Automated Fax System, call 877-761-4636 and enter the extension you want, then press "6" and follow the instructions to get a fax sent to you automatically.:
  - a. **Full Documentation Package – North Carolina– 21 pages** – Extension 196  
(Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
  - b. **Full Documentation Package – South Carolina – 21 Pages** - Extension 197  
(Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
  - c. **Full Documentation Package – Florida – 18 Pages** – Extension 198  
(Limited Service Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
3. If you are in the Carolinas, you may visit our office. You may set and appointment to come in to our office to fill out all documentation and bring a payment.

2025 Ebenezer Rd Ste K-4  
Rock Hill, SC 29732

### PAYING FOR THE SERVICE

You may pay for the service online via PayPal or check, or send a payment to us via mail by check or money order. Orders placed through PayPal will be listed immediately. Payments via Money Order will be listed immediately; payments via check (personal or company) will require a 10-day waiting period until the checks clear.

## **LIMITED SERVICE LISTING AGREEMENT FLORIDA**

The Limited Service Listing Agreement is the contract that allows QuickMLS to list your house on the Multiple Listing Service. Please fill out the following sections:

**SELLER NAME:** Please fill out your complete name

**Paragraph 1: AUTHORITY TO SELL PROPERTY:** The listing will begin on the day you indicate, and will expire exactly one year from that date unless you would like to make the listing for a shorter time. Please fill out the date you would like the listing to begin and end.

**Paragraph 2: DESCRIPTION OF PROPERTY.** (a) You must give us the full address of the property. (b) If you know it, you can give us the legal description. If you do not know it, leave that area blank, we will fill it out. (c) Please list all items that are included in the sale of the property (including all appliances, ceiling fans, chandeliers, sheds or other structures) that will be included in the sale. **Also list any items that are currently in the property that will be excluded from the sale.**

**Paragraph 3: PRICE AND TERMS.** Please let us know at what price you would like us to list the property on the MLS. You can change the price at any time by sending us a notice in writing, either via e-mail, fax or US mail. If you do not know what price to list the house, we would be happy to perform a Comparative Market Analysis for a charge of \$50.00.

Also let us know what terms you would consider for the Buyer, including owner financing, lease option, or other non-conventional means, if any.

**Paragraph 5: SELLER OBLIGATIONS:** You are responsible for making full disclosure, including all facts that materially affect the Property's value. A Seller's Disclosure will be provided to you so that you can make full disclosure to us and to any potential buyers.

**Paragraph 6: COMPENSATION.** QuickMLS will charge a flat fee for listing the property on the MLS. However, you will be responsible for paying a commission or fee to the Agent who brings in the buyer (the fee is paid directly to QuickMLS, who then pays the cooperating broker). You are welcome to set your own rates. Commissions are not set by law, or by the Realtor© association, so they are always negotiable. Typical average real estate commissions at this time for a Buyer's Agent are ranging from 2% -4%. Offering a higher commission or bonus to the Buyer's Agent may encourage Agents to show more enthusiasm when showing properties.

**Paragraph 7: ADDITIONAL TERMS.** QuickMLS will provide a toll-free number for Showing Instructions. When Agents call the office, they will be directed to the toll-free number to obtain showing instructions. You must call us to change any showing instructions.

Please be specific with your showing instructions. If you would like us to put a Lockbox on the property, which makes it easier for agents to show the property, you may rent one from our office. If you need to be at the property, please note that and give us the numbers for anyone who needs to be contacted to make the appointment (yourself, a tenant, etc.). Also note any particular times that you do not want the property shown.

The Showing Service will give the Buyer's Agents exact instructions, and will call you directly to set appointments if needed.

**Signature and Date:** Please sign and date the Listing Agreement and return via Fax to (803) 591-0263 or mail back to us at the address above.

## **BROKERAGE RELATIONSHIP DISCLOSURE**

The Brokerage Relationship Disclosure is required by law to be provided to any consumer of real estate services. QuickMLS acts as a single agent for the seller or buyer. However, if QuickMLS finds the Buyer, we will request permission to transition to a transaction broker - this means that we will be able to procure buyers for your property, as well as listing it on the MLS.

## **SELLER'S REAL PROPERTY DISCLOSURE STATEMENT**

Sellers must disclose all known defects and make some legally required disclosures, including all facts that materially affect the Property's value and are not readily observable or known by the buyer.

We provide you with a Seller's Real Property Disclosure to aid in these disclosures. Please carefully fill out every section.

## **LEAD BASED PAINT DISCLOSURE**

If your property was built prior to 1978, you must complete and sign a lead-based paint disclosure. A copy is included in the documents for you. If your house was built after 1979, then you do not need to complete or return this disclosure. If you are not sure when your house was built, please include it as a precaution.

## **PHOTOGRAPHS**

We can add up to 8 (eight) photographs to the MLS listing (which will also be reflected in the Realtor.com listing). You must provide us with these photographs either through the on-line listing form, via e-mail to [photos@quickmls.com](mailto:photos@quickmls.com), or via mail (we will scan the photos and put them on the system for you; photographs will **NOT** be returned to you, so please keep your originals). **PLEASE MAKE SURE YOU INCLUDE THE PROPERTY ADDRESS ON ALL CORRESPONDENCE, ESPECIALLY WHEN IT INCLUDE PHOTOGRAPHS.**