

SELF SERVICE MLS LISTING INSTRUCTIONS

Vision Realty provides limited service MLS listings. Please follow these listing instructions in order to ensure prompt listing on your local MLS. Listings will **NOT** be activated until all the required documents are filled out completely and submitted to the Broker along with the listing fee(s). Once your listing has been activated, there is no refund.

Required Listing Agreements and Forms:

- 1 Limited Services Listing Agreement (Required to activate your listing)
- 2 Residential Listing Information (Required to activate your listing)
- 3 Transaction Broker Disclosure (Required to activate your listing)
- 4 Residential Condition Disclosure (Required by law)
- 5 Residential Condition Disclaimer (Can be used if you have never resided in property)
- 6 Lead Paint Disclosure (Required on all properties built before 1978)
- 7 Compensation Agreement (To be used with Buyers Broker)
- 8 Contract Services Agreement (Must be submitted to use our Contract Services)
- 9 Closing Services Agreement (Must be submitted to use our Closing Services)
- 10 Buyer Information Sheet (Required within 24 hours of Sales Contract)
- 11 Closing Information Sheet (Required within 24 hours of Closing)

Required Forms to make changes to your Listing:

- 12 Listing Price Change Request
- 13 Listing Commission Change Request
- 14 Listing Agreement Release (You may cancel at any time)

Oklahoma **Sales Contract Forms** may be obtained from the Oklahoma Real Estate Commission. We have provided a link to these forms on our website.

Other Forms and Information you should review and understand about real estate transactions:

- 15 Buyer and Seller Information
- 16 Property Condition Disclosure Act
- 17 Broker Relationship Act
- 18 Oklahoma Fair Housing Law
- 19 Oklahoma Uniform Contract Information
- 20 Lead Paint Information
- 21 Vision Realty Testimonial Release

You may contact our office with any questions you may have about your listing. We are available to explain any portions of your listing, contracts, or sales process, according to the terms and condition in the Limited Services Listing Agreement. Vision Realty has NO FURTHER OBLIGATION to service your transaction unless you purchase additional services. Thank you for your business!

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