



Lynn C. Fillmore, Principal Broker



**Your MLS Service Order.**

Hello, I am **Lynn Fillmore**, Principal Broker of **Town & Country Apollo Properties**. To post real property to the MLS, the Seller must list through a Licensed Member Broker. That member must work under the policies and procedures of the MLS and the Utah Division of Real Estate.

[www.utahbroker.net/sellers/](http://www.utahbroker.net/sellers/) See our Plans:

- **Limited Service**            **Plan 30, Plan A,**
- **Full Service**                **Plan B and Plan C, or our Discounted "Traditional Plan"**

(As per Utah Code Ann. Section 61-2-27(5/05)), Utah is a minimum level service state. Utah law requires that real estate brokers must provide the following services:

- **Plan 30 and A.**
  - (a) Accept and present offers to seller
  - (b) Advise seller on offers and
  - (c) Assist seller with preparing and communicating counter-offers.
- **Plan B and C.**
  - (d) Assist in arranging Agent and or Buyer appointments for Seller and
  - (e) Participate on the seller's behalf in contract & repair negotiations & documentation between Seller and Buyer or Seller and Buyer Broker/Agent. Also
  - Realtors® approved/endorsed security key-box            INCLUDED
  - Sign Frame or Post install    INCLUDED

[http://www.justice.gov/atr/public/real\\_estate/utah.html](http://www.justice.gov/atr/public/real_estate/utah.html)

Utah Brokers are prevented from offering their clients MLS-listing-only services.

**The forms required to List your property are** - (1) Brokerage Listing Agreement (2) Data Input form for MLS Online Listing is available with an Online Affidavit: Electronic Signature (I Agree) <http://www.utahbroker.net/listonline/>

Submit the attached Listing Agreement and the MLS data input form by E mail: [UtahBroker@comcast.net](mailto:UtahBroker@comcast.net). Or by Fax 888-970-8883 or 801-224-1559

We are members of the following Utah MLS systems:

- Wasatch Front Regional MLS for Central, South East & Northern Utah Properties
- Park City MLS for Summit County Properties
- Iron County MLS for Cedar City Utah area Properties
- Washington County MLS for Southern Utah Properties

Your MLS Listing is a contract between You and Town & Country Apollo Properties. Your MLS Service includes additional Exposure to Realtor.com & the IDX Related sites. IDX refers to Internet Data Exchange a format for sharing online listings among brokers who are members of an MLS and to participating public access Sites.

MLS Sign Policy. A Sign is included, but not required to List. MLS policy states that the only Sign on the Property shall be that of the Company

Photo Policy. You may submit up to 35 photos (.JPG file extension). Only JPG/JPEG file types are allowed and size limit of 10MB each. Send photos to: UtahBroker@comcast.net. For best results images should have a standard 4x3 aspect ratio. Note: Distortion may be visible with cropped or inverted photos. Home Video Tours are also available.

Realtor Incentives: Real Estate Commissions are negotiable and are not established by law. The purpose of the MLS is to target Licensed Agents and their clients. A Brokerage Fee is not required to list your property but it is recommended. We recommend a 3 to 3.5% Brokerage Fee to accommodate the expectation of Buyer Agents looking for a 2.5% to 3% Buyer Agent Commission. See. Sect 2 of Listing Agreement. For our liability and incentive ½% of the Brokerage Fee is retained by Listing Broker. Note: You may avoid the ½% we retain, by using our "Added Compensation Addendum". This form offers the incentive directly to the Brokerage representing the Buyer. The Addenda option removes our liability and incentive as the Listing Broker. If no Brokerage Fee is noted in Section 2, \$1 will be noted in the traditional area of the MLS, for posting requirement. The addenda will be referenced in the Agent Remarks Section, directing the Buyer Agent to review the document prior to showing your property.

Unrepresented Buyers. Section 2.1 We always represent you the Seller. We could represent the Buyer as well. This would be Limited Agency or an In-House sale. An In-House sale has advantages, our referral of Buyers we locate, or your referral of Buyers you located have a reduced fee as per section 2.1. Term of this section apply if you or I locate the Buyer and the Buyer does not bring in an outside Brokerage.

Once listed, you are no longer a For Sale By Owner but a listed property. We become your Agent. We are required to represent you based on the MLS rules and the Utah Division of Real Estates rules. You may continue to market your property with outside sources but you are advised to note on your marketing that you are represented by us.

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At closing and noted in the listing agreement, an additional Company transaction fee, will be deducted from the Sellers proceeds at Closing, payable to the Company for the three (3) year State required documentation hold along with the review and posting of closing data to the Multiple Listing Service (MLS).

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My Selling Advice: Market your property with a competitive, marketable List Price, an attractive Realtor Incentive, multiple photos and a Sign. Make it easy to show your property with an electronic Realtor Key Box. Sound Complicated? It's not. I am here to assist You and I look forward to your success in getting your property sold.

Thanks, I am always here to assist and advise you from Listing to Closing. If you have Questions? Don't hesitate to contact us.



Principal Broker

Lynn Fillmore, "At Your Service"  
BROKER/REALTOR® Since' 1992  
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