

WHERE DO I FIND THE SALE & LISTING CONTRACTS?

What forms do I need to work w/a buyer? To list a house?

1. They are on the printers in the office workrooms. You'll need your login, then press login on the lower right screen, then click on Custom Box, the buyer contracts, and listing contracts are there. Always print an audit sheet first, then use that as your guide/checklist to gather the other forms you'll need.
2. Go to www.northstarmls.com and click the HOME tab at the top

Click on Instanet- on upper right click on the tv screen w/? to watch help videos

Go to the left margin on the home screen and the 4th icon down is the contracts

You'll find MN residential contracts, KW forms, and NorthstarMLS forms (these are the 3 main places you'll need to look for contracts.

~ For helping buyers: You must start with a SALE AUDIT SHEET, which is a checklist to help you pick the forms you need. You'll need Agency, Buyer Rep (Exclusive right to Represent Buyer), KW broker's disclosure (our min broker fee The Commission is \$399), Affiliated Business Arrangement Discl. **BE SURE YOUR BUYER HAS A PRE-APPROVAL LETTER AND SENDS IT TO YOU BEFORE YOU SET UP TO MEET WITH THEM FOR A BUYER'S CONSULTATION!** That way you know they have talked to a loan officer and are ready to buy!

~ For a new listing: You must start with a Listing Audit Sheet, again, a checklist to help you determine what forms you'll need. You'll need Agency, Listing Contract, Showing info worksheet, RMLS listing input sheet, KW Brokerage disclosure (min \$399), Affiliated bus arrgmt, Seller's est net sheet (you must show them this when you go to list their house), Seller's property disclosure statement (only seller can fill this out!), Lead based paint addend (if built before 1978), If home has well/septic you must have seller fill out Well/Subsurface sewage system forms/loc maps.

-You MUST take the Instanet/Authentisign training to learn how to use Instanet to its fullest.

-Also, you MUST take the Dotloop/Greensheet training, so you know where your documents must go to be filed w/the office. You also need to put a new listing into Dotloop so the front desk/Dotloop specialist can put it on MLS.