



RE/MAX® *Dreams*

New Agent Packet



RE/MAX *Dreams*

380 Washington Road, Sayreville NJ 08872
Office: (732) 903-9145 Fax: (732) 234-3210
DreamHomesNJ@gmail.com
www.redreamsForce.com

RE/MAX[®] *Dreams*

Mission: To help agents live an abundant life

Vision: To grow a thriving office with like minded professionals who help each other and their clients throughout the real estate process.

Office Creed

- ❖ We conduct our business Ethically
- ❖ We negotiate in good faith
- ❖ We communicate accurately, openly and truthfully.
- ❖ We take ownership of errors and oversights and address them promptly.
- ❖ We admit when we need help and we freely give help when needed.
- ❖ We learn from failure and apply that learning to continually improve.
- ❖ We respect the rights and beliefs of others.
- ❖ We seek to resolve conflicts directly.
- ❖ We believe in working hard and playing hard also.
- ❖ We believe in the importance of family.
- ❖ We strived for continuous growth, both professionally and personally.
- ❖ We believe with a positive attitude, everybody wins.

RE/MAX DREAMS

New Agent Orientation

- **To access the Wifi:**

- **Agents:**

- Network Name: RemaxDreams Password: SueR3m@x

- **Guests:**

- RemaxD_Guest1 or RemaxD_5G-1_Guest1 Password: Rem@x123

- **To Reserve Conference room:**

To make sure the conference room is available for you when you need it, please go website below to reserve the time you need. Reservations timeframes are for 60 minutes. If you need it longer, contact front desk.

<https://1oto8.com/book/ehpvev-free/>

- **To make an appointment with Office Support:**

If you need assistance from office support services, please go to the website below to schedule

- <https://1oto8.com/book/ehpvev-free/>

- **Copier/Copies**

- Black and white copies are free
 - Color Copies \$.20 per copy

- **ADVERTISING & MARKETING**

- When creating print and promotional marketing pieces for your real estate business, please make sure you send a copy to Susan or Shie for approval. There are certain elements that must be included in our advertising. We are happy to help you and ensure that your marketing piece is compliant. **If you are creating a marketing piece like a door-hangers or EDDM, the following paragraph regarding cooperation must be added:**

All information deemed reliable but not guaranteed. Prices subject to change. If your property is listed with a real estate broker, please disregard. It is not our intention to solicit the offerings of other real estate brokers. We are happy to work with them and cooperate fully. Each Office Independently Owned and Operated.



380 Washington Road Sayreville, NJ 08872

Tel: (732) 903-9145

Fax: (732) 234-3210

Weekly Schedule

Saturday

- Send out farming literature; create newsletter, etc. (20 to 40 per week)

Approximate Time: 6 Hours

Sunday

- Collect FSBO Ads and phone numbers (about 10 per week). Research and prepare to call them on Monday.

Approximate Time: 3 Hours

Monday

- Research and call top expired listings in my area of concentration (3 per day)

Approximate Time: 2 Hours

Tuesday

- Research and call top expired listings in my area of concentration (3 per day)

Approximate Time: 2 Hours

Wednesday

- Research and call top expired listings in my area of concentration (3 per day)
- Call and meet with farming prospects (20 per week)

Approximate Time: 2+6 = 8 Hours

Thursday

- Research and call top expired listings in my area of concentration (3 per day)

Approximate Time: 2 Hours

Friday

- Research and call top expired listings in my area of concentration (3 per day)
- Solicit SOI Referrals (15)

Approximate Time: 2+6 = 8 Hours

Total Prospecting Contacts per week: 70 (approx.)

Approximate Prospecting Hours per Week: 31



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First 90 Days - New Agent Checklist

√	ACTIVITY – 3 Days	CONTACT	PRIORITY
	Apply for License	Shie	High
	Discuss Checklist	Phil	High
	Appointment for Business Photo (3 photos required)	Shie	High
	Desk Assignment	Sue	High
	Issue Office Key	Shie	High
	Order Business Cards	Shie	High
	Affiliation Paperwork	Shie	High
	Explain Phone System/Voicemail	Shie	High
	Commission/Fees Explained	Sue	High
	Introduction to Mentor	Phil	High
	Office Orientation & Tour/Introduction to Agents	Sue	High

√	ACTIVITY – 7 Days	CONTACT	PRIORITY
	Profile Page	Shie	High
	Order Name Badge	Shie	High
	Explain Office Meetings	Phil	High
	Order Announcement Cards	Sue/Shie	High
	Mailbox Assignment	Shie	High
	Operation of Equipment (Copier/Scanner/Fax)	Shie	High
	Copy of Agent/Office Phone Directory	Shie	High
	Dress Code	Sue	Medium
	Errors and Omission Insurance Explained	Phil	High
	Acceleration Class Registration	Shie	High

√	ACTIVITY – 30 Days	CONTACT	PRIORITY
	Prospect 2.5 Hours	Phil/Sue	High
	Discuss Main Street/Lead Street	Phil	High
	Schedule Board of Realtors Orientation	Shie	High
	Schedule MLS Orientation	Shie	High
	Business Plan/Goals	Sue	High
	Do Listing Presentation for Mentor	Phil	High
	Review Listing Contract and Packet	Phil	High
	3 Seller's Cost Sheets (Seller's Net Proceeds Calculation)	Phil	High
	Prepare CMA	Phil	High
	Observe Listing Presentation	Phil/Sue	High
	Buyer Presentation for Mentor	Phil	High
	Review Sales Contract and Packet	Phil	High
	Observe Initial Buyer Interview	Phil	High
	Review Marketing Material	Sue	Medium
	Yard Sign Policy Reviewed	Shie	High
	Review Homes Magazine	Sue	High



First 90 Days - New Agent Checklist (Page 2)

√	ACTIVITY – 30 Days (cont'd)	CONTACT	PRIORITY
	Review Agency Policies	Sue	High
	Open House Procedures and Signs	Shie	Medium
	Observe 3 Open Houses	Shie (To Set Up)	High
	Observe Writing Sales Contract	Phil	High
	Observe Sales Contract Presentation	Phil/Sue/Agent	High
	200 Sphere of Influence Names	Phil/Sue	High
	Check New Listings and MLS Hot Sheet Daily	Shie	High

√	ACTIVITY – 60 Days	CONTACT	PRIORITY
	Prospect 2.5 Hours	Phil/Sue	High
	Contact 5 FSBOs per week	Phil	High
	Check Expires Daily	Shie	High
	Contact 15 from your Circle of Influence	Phil	High
	Review Business Plan and Goals	Sue	High
	Practice Listing Presentation (Personalize)	Phil/Sue	High
	Practice Buyer Presentation (Personalize)	Phil/Sue	High
	Check New Listings and MLS Hot Sheet Daily	Shie	High
	Conduct at least 2 Open Houses	Shie (To Set Up)	High
	Observe a Settlement	Phil/Sue	High
	Review Listing Packet	Phil/Sue	High
	Review Sales Packet	Phil/Sue	High
	Identify Target Market or Farm	Sue	High
	Gather Names, Addresses & Phone Numbers for Farm	Shie	High
	Prepare a One Year Plan for Farm Area	Phil	High
	Prepare a One Year Plan for Personal Marketing	Sue	High
	Do Listing Presentation for Mentor	Phil	High
	3 Seller's Cost Sheets (Seller's Net Proceeds Calculation)	Phil	High
	Prepare a CMA	Phil	High
	Buyer Presentation for Mentor	Phil	High

√	ACTIVITY – 90 Days	CONTACT	PRIORITY
	Prospect 2.5 Hours	Phil/Sue	High
	Contact 5 FSBOs per week	Phil	High
	Check Expires Daily	Shie	High
	Contact Circle of Influence	Phil	High
	Review Business Plan and Goals	Sue	High
	Practice Listing Presentation (Personalize)	Phil/Sue	High
	Practice Buyer Presentation (Personalize)	Phil/Sue	High
	Check New Listings and MLS Hot Sheet Daily	Shie	High
	Conduct at least 2 Open Houses	Shie (To Set Up)	High



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First 90 Days - New Agent Checklist (Page 3)

√	ACTIVITY (90 Days – cont'd)	CONTACT	PRIORITY
	Cold Call 1 Hour Per Day	Phil	High
	Review Listing Packet	Phil/Sue	High
	Review Sales Packet	Phil/Sue	High
	Review Farming Plan	Phil	High
	Review Personal Marketing Plan	Sue	High
	Do Listing Presentation for Mentor	Phil	High
	3 Seller's Cost Sheets (Seller's Net Proceeds Calculation)	Phil	High
	Prepare a CMA	Phil	High
	Buyer Presentation for Mentor	Phil	High



HELPFUL HINTS

1. Lead Street – Lead Street is a resourceful and invaluable tool. Not only is it the RE/MAX lead generating site, it gives agents access to their Design Center for marketing ideas, Agent Insight which allows agents to post their knowledge with regard to their areas/towns of expertise, and training guides and videos. Once you are active, go to LeadStreet to sign up for your account.
2. Submit a piece to your “Agent Insight” several times a month. Many times potential clients are looking not only for agents in the areas they are interested in buying, but what the agents know about those and what is going on in and around those areas. Branding yourself as an area expert will attract potential clients.
3. Zillow – For an account, simply go to Zillow.com and click on “Join” in the upper right hand corner (make sure you click on the box that says “I am a landlord or industry professional” after you hit join). It’s a very useful tool for your listings, and for clients to recommend you. Ask your clients to submit their reviews so that other potential clients can read your positive reviews.
4. Realtor.com – For an account, simply go to Realtor.com, click on “Sign Up” then click on “Sign Up” under Real Estate Professional.
5. Attend monthly office meetings. There are usually two a month – one daytime meeting and one evening meeting. A lot of agents have a full-time job that prevents them from

attending the morning meeting so make it a part of your responsibilities to make the evening meeting. There is so much to learn, so much to share, and always a guest speaker that increases our knowledge in areas we may not know about in depth. It adds value to you as an agent!

6. When in doubt – ASK FOR HELP! None of us walked into this knowing how to do everything. Phil and Sue are incredible sources of information with their combined years in this industry. ASK! ASK! ASK!

7. Attend office celebrations and participate in Dreams events – South Amboy St. Paddy’s Day Parade, Sayreville Day, Trunk or Treat, Office Challenges/Contests, Client Pie Giveaway, Christmas Party...these are all ways not only to advertise Dreams and ourselves as agents but they serve as tremendous team building opportunities. Dreams prides itself on being a close-knit, supportive agency, and participation is key to that mindset. And, families are ALWAYS welcome!!!!!!



RE/MAX® *Dreams*

Office Support Services

For new Listings

- ◆ Input listings into the MLS's
- ◆ Upload Pictures
- ◆ Email Documents to MLS's
- ◆ Obtain and Upload Disclosures
- ◆ Create Digital and Paper Files
- ◆ Order Home Warranties
- ◆ Process Commission Check

Transaction Management

- ◆ Manage file from *Active* to *Closed*
- ◆ Send contract to attorneys
- ◆ Create buyer/seller sheets
- ◆ Send letter of introduction to listing clients
- ◆ Update Status in MLS's
- ◆ Process escrow checks
- ◆ File Attorney Review letters and documents
- ◆ Obtain and Pass on utility Info
- ◆ Maintain due dates & Deadlines for inspections, mortgages & etc.
- ◆ Inform agents of smoke & fire / CO inspection requirements

Marketing

- ◆ Create listing flyers
- ◆ Customer Service / Feedback Calls & Reports
- ◆ Request Client Testimonials (Password Required)
- ◆ Calendar for Agent follow ups
- ◆ Open House Packet to include Signs, Flyers & Ballons

Other Services Provided

- ◆ Accurately Track COE
- ◆ Put together buyer & listing packets

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Transaction Management

***The following documents must be submitted to the office:
Not having all required documents can result in a hold of your commission check.***

Listing	<ul style="list-style-type: none">▪ Consumer Information Statement (CIS)▪ Fully Executed Listing Agreement▪ Lead Disclosure (if built prior to 1978)▪ Dual Agent Consent▪ Delayed Showing Form (if owners are not showing immediately)▪ Utility Transfer Sheet▪ Showing Instructions Form (instructions must be added to showing time)▪ Rental Policy Signed by Owners▪ Seller's Disclosure (if Applicable)▪ Vacant Home Agreement (if applicable)▪ Photos (Must be added within 1st 10 days of listing)
Buying	<ul style="list-style-type: none">▪ Consumer Information Statement (CIS)▪ Fully Executed Contract▪ Copy of 1st Deposit – Date on check must match date on contract▪ Attorney information for seller and buyer▪ Attorney Review letters from both attorneys▪ Copy or Acknowledgement of 2nd Deposit▪ Commission Statement▪ Final Walkthrough form▪ Sellers Disclosure signed by buyers (if Applicable)▪ Lead Disclosure signed by buyers (if Applicable)▪ Dual Agency Consent (if Applicable)▪ Waiver of right to home inspection (if Applicable)
Rentals	<ul style="list-style-type: none">▪ Consumer Information Statement (CIS)▪ Rental Application▪ Fully Executed Lease Agreement▪ W9▪ Copy of Security Check▪ Copy of Deposit Checks▪ Lead Disclosure signed by Tenant (if Applicable)▪ Inspection Prior to Closing
Transaction Termination	<ul style="list-style-type: none">▪ Letter terminating transaction signed/acknowledged by both attorneys

All transaction files and paperwork are kept and maintained in our office Dotloop.

Dot loop does not alert us when new files are created and we ask when you have a new listing or transaction, please email dreamhomesnj@gmail.com to alert us to the new file.

RE/MAX DREAMS

Transaction Management

○ **Dot Loop**

- Dotloop is a paperless file management/signature service provided to agents.
- Transaction files are maintained in this service, and agents must upload documents to dotloop or forward to dreamhomesnj@gmail.com to have the documents uploaded for you.
- You will be assigned a “Task” if there are any documents missing, or if there is an action needed for the file.
- Please keep front desk updated on your transactions.

ShowingTime

- Showing appointments are handled by Showingtime.com. When you enter a listing onto the MLS, you will need to complete showing instructions on the showingtime.com website.
- If you are planning to take care of showing appointments yourself, let us know and we will remove your listing from showingtime
- Showingtime appointment phone number: 800-746-9464



LISTING KIT

1. CENTRAL JERSEY EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT
2. CONSUMER INFORMATION STATEMENT
3. SELLER'S DISCLOSURE
4. (Must be given to seller)
5. LEAD BASED PAINT DISCLOSURE
(Must be completed if home built prior to 1978)
6. OPINION 26
7. INFORMED CONSENT TO DUAL AGENCY
8. DUAL AGENCY COMMISSION REDUCTION AGREEMENT
9. VACANT HOME AGREEMENT
10. SHOWING INSTRUCTIONS
11. DELAYED SHOWING AGREEMENT
12. UTILITY TRANSFER FORM



This number is assigned after your listing is set to active write it here before sending to Info@CentralJerseyMLS.com

THE CENTRAL JERSEY MULTIPLE LISTING SYSTEM, INC. EXCLUSIVE RIGHT TO SELL/RENT LISTING AGREEMENT

MLS # _____

1. SELLERS/LANDLORDS Seller's Name _____ appoint BROKER (Agency), RE/MAX Dreams _____ Address 380 Washington Road, Sayreville, NJ 08872 _____ Phone: 732-903-9145 _____, exclusive agent and give BROKER the sole and exclusive right to sell/lease the Property known as: Property Address _____

for \$ Sale Price _____ acceptable financing/terms Cash/Conv./FHA _____, to lease or rent the property at a monthly rate of \$Amt or N/A Listing Agreement begins on Start Date _____ and continuing until midnight End Date _____ Showings starts on Show Start _____

SELLERS/LANDLORDS grant the listing BROKER the exclusive right to place his or her signs on the property and remove all others, the right to advertise the property and to take any other reasonable action to sell the property. Advertising includes, without limitation, placing the property on internet sites owned by the BROKER, the BROKER'S sales agents, the Central Jersey Multiple Listing System, Inc. (MLS), and third parties. SELLERS/LANDLORDS agree to assist and fully cooperate in the sale or lease of property. SELLERS/LANDLORDS represent that this property is not listed in any manner with any other broker.

Sellers/Landlords permits Internet Display [X] Y [] N; if Yes, Property Address Display [X] Y [] N; Lockbox [X] Y [] N

All content, including without limitation any text, remarks, descriptions, videos, photographs and sketches relating to the SELLERS'/LANDLORDS' property will be aggregated with that of other properties listed by participants of MLS into a proprietary compilation owned by MLS. BROKER and SELLERS/LANDLORDS hereby grant a non-exclusive, perpetual, world-wide limited license to MLS to use, display, reproduce, disseminate, sublicense, create derivatives of and copyright as part of a compilation, all content provided by BROKER and SELLERS/LANDLORDS.

2. SUBMISSION TO MLS:

BROKER will immediately submit this listing to be published and distributed by the MLS to the participants of the service who may then act as Subagent of the BROKER or as Buyer's Broker or as Transaction Broker as indicated below, and cooperate in selling/leasing the property. BROKER will immediately inform the MLS of all changes authorized by the SELLERS/LANDLORDS and will also notify the MLS as to sales or rental information including price.

3. COMMISSION ON SALE, LEASE OR RENT, OR EXCHANGE:

AS SELLERS/LANDLORDS, YOU HAVE THE RIGHT TO INDIVIDUALLY REACH AN AGREEMENT ON ANY FEE, COMMISSION OR OTHER VALUABLE CONSIDERATION WITH ANY BROKER. NO FEE, COMMISSION OR OTHER CONSIDERATION HAS BEEN FIXED BY ANY GOVERNMENTAL AUTHORITY OR BY ANY TRADE ASSOCIATION OR MULTIPLE LISTING SERVICE. Nothing herein is intended to prohibit an individual BROKER from establishing a policy regarding the amount of fee, commission, or other valuable consideration to be charged in transactions by the BROKER. SELLERS agree to pay BROKER a Sale Commission of Total Comm ; LANDLORDS, a Lease or Rental Commission of _____, and a Lease Renewal Commission of _____ on each one-year renewal of the lease if, the sale or exchange, or lease of this property or any part of it, is made by BROKER, cooperating agent, SELLERS/LANDLORDS, or any person during the term of this listing agreement. This commission shall be payable on closing of title or signing of lease.

4. BROKER PROTECTION:

The above commission shall also apply if the property is placed under contract of sale or lease 3 months after the expiration or termination of this listing, to a prospect who has been shown the property during the term of the listing, and the property is not the subject of a valid listing agreement with another broker at the time the property is placed under contract or leased.

A commission of 3% would also be due if the premises are sold to a tenant for which a rental commission was payable to the BROKER.

5. COMMISSION SPLITS:

LISTING BROKERS USUALLY COOPERATE WITH OTHER BROKERAGE FIRMS BY SHARING INFORMATION ABOUT THEIR LISTINGS AND OFFERING TO PAY PART OF THEIR COMMISSION TO THE FIRM THAT PRODUCES A BUYER/TENANT. THIS IS GENERALLY REFERRED TO AS THE "COMMISSION SPLIT." SOME LISTING BROKERS OFFER TO PAY COMMISSION SPLITS OF A PORTION OF THE GROSS COMMISSION, USUALLY EXPRESSED AS A PERCENTAGE OF THE SELLING/LEASING PRICE, MINUS A SIGNIFICANT DOLLAR AMOUNT. OTHER LISTING BROKERS OFFER A PORTION OF THE GROSS COMMISSION MINUS ONLY A MINIMAL LISTING FEE OR MINUS ZERO. THE AMOUNT OF COMMISSION SPLIT YOUR BROKER OFFERS CAN AFFECT THE EXTENT TO WHICH YOUR PROPERTY IS EXPOSED TO PROSPECTIVE BUYERS/LESSEES WORKING WITH LICENSEES FROM OTHER BROKERAGE FIRMS. ON THIS LISTING, THE BROKER IS OFFERING A COMMISSION SPLIT OF Percentage Total MINUS \$100 TO POTENTIAL COOPERATING BROKERS. IF YOU FEEL THAT THIS MAY RESULT IN YOUR PROPERTY RECEIVING LESS THAN MAXIMUM EXPOSURE, YOU SHOULD DISCUSS THOSE CONCERNS WITH THE LISTING SALESPERSON OR HIS/HER SUPERVISING BROKER. BY SIGNING THIS LISTING AGREEMENT THE SELLERS/LANDLORDS ACKNOWLEDGE HAVING READ THIS STATEMENT ON COMMISSION SPLITS.



6. AGENCY ARRANGEMENTS:

<p>BROKER intends to work with Sellers/Landlords as: (PICK ONLY 1)</p> <p><input type="checkbox"/> Sellers'/Landlords' Agent.</p> <p><input checked="" type="checkbox"/> Sellers'/Landlords' Agent and Disclosed Dual agent if the opportunity arises.</p> <p><input type="checkbox"/> Transaction Broker.</p>	<p>Sharing of Listing Broker's compensation is authorized as follows:</p> <p>Subagents <input type="checkbox"/> Y _____ @ _____ Cooperation Compensation</p> <p>Buyer-Brokers <input checked="" type="checkbox"/> Y Yes @ Comp. % Cooperation Compensation</p> <p>Transaction Brokers <input checked="" type="checkbox"/> Y Yes @ Comp. %</p> <p><input checked="" type="checkbox"/> No _____ Cooperation</p> <p><input type="checkbox"/> No _____ Cooperation</p> <p><input type="checkbox"/> No _____ Cooperation</p>
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SELLERS/LANDLORDS and SELLERS'/LANDLORDS' AGENT understand that if a Buyer has been obtained by a Buyer-Agency, which has an Exclusive Buyer-Agency Contract with that Buyer, in such a case the Buyer-Agent is representing the Buyer and has no relationship, fiduciary or otherwise, with the SELLERS/LANDLORDS or SELLERS' AGENT, regardless of participation in brokerage fees. BY SIGNING THIS LISTING AGREEMENT, SELLERS/LANDLORDS ACKNOWLEDGE THEY RECEIVED THE CONSUMER INFORMATION STATEMENT ON NEW JERSEY REAL ESTATE RELATIONSHIPS.

7. OTHER OBLIGATIONS OF SELLERS/LANDLORDS:

SELLERS/LANDLORDS agree to refer to BROKER every person who contacts SELLERS/LANDLORDS directly during the term of this agreement concerning this listing or the sale, lease or exchange of this property and direct that all negotiations for a sale, lease or exchange shall be made through BROKER named in this listing agreement. Should BUYER require mortgage financing, SELLERS will pay 0 percentage points toward the lending institution mortgage placement fees. SELLERS/LANDLORDS state that they are the only owners of this property and/or that they have the legal right to list and sell it, and that they can and will sign those documents required to transfer good title at closing. SELLERS/LANDLORDS will provide Certificate of Occupancy if required by municipality and/or lending institution and smoke and carbon monoxide detectors and certification(s) as required by law. SELLERS guarantee that upon closing of title, SELLERS will have sufficient funds to satisfy all liens and encumbrances and pay brokerage commission as set forth in Agreement. SELLERS/LANDLORDS state and believe that the information given and listed is correct and will reimburse BROKER for any expense and loss resulting from relying on that information. SELLERS/LANDLORDS state that their attention has been called to the Memorandum of the Attorney General as printed on the reverse side of this agreement, and that they have received a copy of this agreement.

8. ADDENDUM/ADDENDA ATTACHED:

Check this if your client signed the DA Commission Reduction Agreement

Alternate Commission Agreement Y Number of Attachments: _____ Exclusive Agency Agreement Y Number of Attachments: _____
Other Addenda Y Number of Attachments: _____

Residential Condo/Twnhse Co-op 2-4 Family Adult Rental Land Commercial Business Opportunity

ITEMS INCLUDED: STOVE MICRO DW WASHER DRYER REFRIG FREEZER

Choose 1

ITEMS EXCLUDED:

There are no other agreements or conditions other than those stated in this listing agreement and its attachments.
All blanks must be filled in. N/A = not applicable — Any written changes must be initialed by SELLER/LANDLORD.

<p>YOU SIGN HERE (L.S.) Listing Agent Signature _____</p> <p>Date Signed _____</p> <p>SUSAN SIGNS HERE Agency Authorized Representative Signature _____</p> <p>Date Signed _____</p>	<p>Client 1 Signs Here (L.S.) Signature (Husband & Wife & all Sellers/Landlords must sign) _____ Date _____</p> <p>Client 2 Signs Here (L.S.) Signature (Husband & Wife & all Sellers/Landlords must sign) _____ Date _____</p> <p>Owner's Mailing Address _____</p> <p>Owner's Phone No. _____</p>
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380 Washington Road Sayreville, NJ 08872
Tel: (732) 903-9145
Fax: (732) 234-3210

Date: _____

Dual Agency Commission Reduction Agreement

Listing: _____

_____ agrees that if the listing agent sells your home as a dual agent,
Commission will be reduced from _____%, to _____%.

Homeowner Signature

Homeowner Signature

Date

Date

Listing Agent

Date



AFTER LISTING RESPONSIBILITIES

1. Get all paperwork signed – that includes CJMLS and Monmouth. If you are listing in Garden State MS you only need to write GSMLS across the top of the Middlesex listing agreement. No separate paperwork is necessary.
2. Take a LOT of photos! Make sure rooms are lit properly to maximize the look of the rooms. Consider hiring a professional photographer for best results.
3. Make sure your photos look fresh and updated. If picture have been taken during a holiday, make sure you update pictures once holiday has ended. Same rule for seasonal changes. If you listing pictures have snow and the listing runs into the spring, return to home and update pictures to reflect season.
4. Put your listing in the MLS within 24 HOURS!
5. Give paper work to Shie.
6. Upload your photos into the MLS listing
7. Within 24 hours go to each MLS your listing has been placed in to check for accuracy.
8. Set up a Broker Open the week following your listing hitting the MLS.
9. Set up an Open House the weekend after your Broker Open
10. Market your listing on your social media accounts – Facebook, Twitter, Instagram.

CONSUMER INFORMATION STATEMENT ON NEW JERSEY REAL ESTATE RELATIONSHIPS

In New Jersey, real estate licensees are required to disclose how they intend to work with buyers and sellers in a real estate transaction. (In rental transactions, the terms "buyers" and "sellers" should be read as "tenants" and "landlords," respectively.)

1. AS A SELLER'S AGENT OR SUBAGENT, I, AS A LICENSEE, REPRESENT THE SELLER AND ALL MATERIAL INFORMATION SUPPLIED TO ME BY THE BUYER WILL BE TOLD TO THE SELLER.

2. AS A BUYER'S AGENT, I, AS LICENSEE, REPRESENT THE BUYER AND ALL MATERIAL INFORMATION SUPPLIED TO ME BY THE SELLER WILL BE TOLD TO THE BUYER.

3. AS A DISCLOSED DUAL AGENT, I, AS A LICENSEE, REPRESENT BOTH PARTIES, HOWEVER, I MAY NOT, WITHOUT EXPRESS PERMISSION, DISCLOSE THAT THE SELLER WILL ACCEPT A PRICE LESS THAN THE LISTING PRICE OR THAT THE BUYER WILL PAY A PRICE GREATER THAN THE OFFERED PRICE.

4. AS A TRANSACTION BROKER, I, AS A LICENSEE, DO NOT REPRESENT EITHER THE BUYER OR THE SELLER. ALL INFORMATION I ACQUIRE FROM ONE PARTY MAY BE TOLD TO THE OTHER PARTY.

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of business relationship you have with that licensee. There are four business relationships: (1) seller's agent; (2) buyer's agent; (3) disclosed dual agent; and (4) transaction broker. Each of these relationships imposes certain legal duties and responsibilities on the licensee as well as on the seller or buyer represented. These four relationships are defined in greater detail below. Please read carefully before making your choice.

SELLER'S AGENT

A seller's agent WORKS ONLY FOR THE SELLER and has legal obligations, called fiduciary duties, to the seller. These include reasonable care, undivided loyalty, confidentiality and full disclosure. Seller's agents often work with buyers, but do not represent the buyers. However, in working with buyers a seller's agent must act honestly. In dealing with both parties, a seller's agent may not make any misrepresentations to either party on matters material to the transaction, such as the buyer's financial ability to pay, and must disclose

defects of a material nature affecting the physical condition of the property, which a reasonable inspection by the licensee would disclose.

Seller's agents include all persons licensed with the brokerage firm, which has been authorized through a listing agreement to work as the seller's agent. In addition, other brokerage firms may accept an offer to work with the listing broker's firm as the seller's agents. In such cases, those firms and all persons licensed with such firms are called "sub-agents." Sellers who do not desire to have their property marketed through sub-agents should so inform the seller's agent.

BUYER'S AGENT

A buyer's agent WORKS ONLY FOR THE BUYER. A buyer's agent has fiduciary duties to the buyer, which include reasonable care, undivided loyalty, confidentiality and full disclosure. However, in dealing with sellers, a buyer's agent must act honestly. In dealing with both parties, a buyer's agent may not make any misrepresentations on matters material to the transaction, such as the buyer's financial ability to pay, and must disclose defects of a material nature affecting the physical condition of the property which a reasonable inspection by the licensee would disclose.

A buyer wishing to be represented by a buyer's agent is advised to enter into a separate written buyer agency contract with the brokerage firm, which is to work as their agent.

DISCLOSED DUAL AGENT

A disclosed dual agent WORKS FOR BOTH THE BUYER AND SELLER. To work as a dual agent, a firm must first obtain the informed written consent of the buyer and the seller. Therefore, before acting as a disclosed dual agent, brokerage firms must make written disclosure to both parties. Disclosed dual agency is most likely to occur with a licensee when a real estate firm working as a buyer's agent shows the buyer properties owned by sellers for whom that firm is also working as a seller's agent or sub-agent.

A real estate licensee working as a disclosed dual agent must carefully explain to each party, that, in addition to working as their agent, their firm will also work as the agent for the other party. They must also explain what effect their working as a disclosed dual agent will have on the fiduciary duties their firm owes to the buyer and to the seller. When working as a disclosed dual agent, a brokerage firm must have the express permission of a party prior to disclosing confidential information to the other party. Such information includes the highest price a buyer can afford to pay and the lowest price a seller will accept and the parties' motivation to buy or sell.

Remember, a brokerage firm acting as a disclosed dual agent will not be able to put one party's interests ahead of those of the other party and cannot advise or counsel either party on how to gain an advantage at the expense of the other party on the basis of confidential information obtained from or about the other party.

If you decide to enter into an agency relationship with a firm, which is to work as a disclosed dual agent, you are advised to sign a written agreement with that firm.

TRANSACTION BROKER

The New Jersey Real Estate Licensing Law does not require licensees to work in the capacity of an "agent" when providing brokerage services. A transaction broker works with a buyer or a seller or both in the sales transaction without representing anyone. A TRANSACTION BROKER DOES NOT PROMOTE THE OTHER PARTY TO THE TRANSACTION. Licensees with such a firm would be required to treat all parties honestly and to act in a competent manner, but they would not be required to keep confidential any information. A transaction broker can locate qualified buyers for a seller or suitable properties for a buyer. They can then work with both parties in an effort to arrive at an agreement on the sale or rental of real estate and perform tasks to facilitate the closing of a transaction.

A transaction broker primarily serves as a manager of the transaction, communicating information between the parties to assist them in arriving at a mutually acceptable agreement and in closing the transaction, but cannot advise or counsel either party on how to gain an advantage at the expense of the other party. Owners considering working with transaction brokers are advised to sign a written agreement with that firm which clearly states what services that firm will perform and how it will be paid. In addition, any transaction brokerage agreement with a seller or landlord should specifically state whether a notice on the property to be rented or sold will or will not be circulated in any or all Multiple Listing System(s) of which that firm is a member.

YOU MAY OBTAIN LEGAL ADVICE ABOUT THESE BUSINESS RELATIONSHIPS FROM YOUR OWN LAWYER.

THIS STATEMENT IS NOT A CONTRACT AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

ACKNOWLEDGEMENT OF RECEIPT OF CONSUMER INFORMATION STATEMENT (CIS)

FOR SELLERS AND LANDLORDS

"By signing this Consumer Information Statement, I acknowledge that I received this Statement from

(name of brokerage firm) prior to discussing my motivation to sell or lease or my desired selling or leasing price with one of its representatives."

Signed: _____

FOR BUYERS AND TENANTS

"By signing this Consumer Information Statement, I acknowledge that I received this Statement from

(name of brokerage firm) prior to discussing my motivation or financial ability to buy or lease with one of its representatives."

Signed: _____

###

DECLARATION OF BUSINESS RELATIONSHIP

I, _____,

(name of licensee)

as an authorized representative of _____,

(name of brokerage firm)

intend, as of this time, to work with you as a
(indicate one of the following):

- Seller's Agent Only
- Buyer's Agent Only
- Seller's Agent and Disclosed Dual Agent if the opportunity arises
- Buyer's Agent and Disclosed Dual Agent if the opportunity arises
- Transaction Broker Only
- Seller's Agent on properties on which this firm is acting as the seller's agent and transaction broker on other properties

DATE: _____

2012 CIS (A)



NEW JERSEY REALTORS® STANDARD FORM OF
INFORMED CONSENT TO DUAL AGENCY
(SELLER)

©2001, New Jersey REALTORS®, INC.

PROPERTY ADDRESS: _____

1 This Agreement evidences Seller's consent that the Brokerage Firm, as Seller's Agent, may act as a Disclosed Dual Agent in order to
2 represent both Seller and Buyer in the same real estate transaction, and seeks Seller's consent to allow Seller's Agent to act as a Disclosed
3 Dual Agent when the opportunity arises. Seller should be aware that a real estate licensee may legally act as a Disclosed Dual Agent only
4 with Seller's and Buyer's informed written consent.

6 Seller understands that Disclosed Dual Agency (representing more than one party to a transaction) has the potential of creating a conflict
7 of interest in that both Seller and Buyer may intend to rely on the Seller's Agent's advice, and their respective interests may be adverse to
8 each other. Therefore, when acting as a Disclosed Dual Agent, Seller's Agent will not represent the interests of Buyer to the exclusion or
9 detriment of the interests of a Seller; nor will Seller's Agent represent the interests of Seller to the exclusion and detriment of the interests
10 of Buyer.

12 As a Disclosed Dual Agent of both the Seller and the Buyer, Seller's Agent will be working equally for both parties to the real estate
13 transaction and will provide services to complete the transaction without the full range of fiduciary duties ordinarily owed by an agent
14 who represents Seller alone, or the Buyer alone. In the preparation of offers and counteroffers between Seller and Buyer, Seller's Agent
15 will act only as an intermediary to facilitate the transaction rather than as an active negotiator representing either the Seller or Buyer in
16 a fiduciary capacity. By consenting to this dual agency, Seller is giving up the right to undivided loyalty and will be owed only limited
17 duties of disclosure by the Seller's Agent.

19 For example, Seller acknowledges that Seller's Agent, as a Disclosed Dual Agent, is not permitted, under law, to disclose to either Seller
20 or Buyer any confidential information which has been, or will be communicated to Seller's Agent by either of the parties to the transac-
21 tion. Moreover, Seller's Agent is not permitted to disclose (without the express written permission of the Seller) to the Buyer that such
22 Seller will accept a price less than the full listing price. Nor will Seller's Agent disclose (without the express written permission of the
23 Buyer) to the Seller that Buyer will pay a sum greater than the price offered by Buyer. It is also impermissible for Seller's Agent to advise
24 or counsel either the Seller or Buyer on how to gain an advantage at the expense of the other party on the basis of confidential information
25 obtained from or about the other party.

27 Seller acknowledges receipt of the Consumer Information Statement on New Jersey Real Estate Relationships.

29 I, _____ AS AN AUTHORIZED REPRESENTATIVE OF
(Name of Licensee)

31 _____ INTEND, AS OF THIS TIME, TO WORK WITH
(Name of Firm)

33 YOU (SELLER) AS A SELLER'S AGENT AND DISCLOSED DUAL AGENT IF THE OPPORTUNITY ARISES.

35 If Seller does not understand all of the provisions of this Informed Consent to Dual Agency, legal advice should be sought before signing.

37 By signing below, Seller acknowledges that Seller has read and understood this Informed Consent to Dual Agency and gives consent to
38 Seller's Agent to act as a Disclosed Dual Agent.

40 [Signature Line]

41 SELLER'S SIGNATURE

BROKERAGE FIRM

43 [Signature Line]

44 SELLER'S SIGNATURE

ADDRESS

CITY, STATE, ZIP CODE

49 _____
DATE

[Signature Line]

SALESPERSON'S SIGNATURE



ADDENDUM A
DISCLOSURE OF INFORMATION AND ACKNOWLEDGMENT ABOUT
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

I. LEAD PAINT WARNING

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

II. PROPERTY ADDRESS: _____

TOWN: _____

III. SELLER'S DISCLOSURE (initial and complete sections a, b, & c) (To be completed and signed at time of listing)

		(a)	Presence of lead-based paint and/or lead-based paint hazards (check one below):
<input type="checkbox"/> Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):			
<input type="checkbox"/> Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.			

		(b)	Records and Reports available to the seller (check one below):
<input type="checkbox"/> Seller has no reports or records pertaining to lead-based paint and/or lead-based hazards in the housing.			
<input type="checkbox"/> Seller has the following reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing, all of which seller has provided to its listing agent, and has directed its listing agent to provide purchaser or purchaser's agent with these records and reports prior to seller accepting any offer to purchase (list documents below):			

		(c)	<u>If there is any change in the above information prior to seller accepting an offer from the purchaser to purchase, seller will disclose all changes to the purchaser prior to accepting the offer.</u>
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IV. SELLER'S CERTIFICATION OF ACCURACY

Seller(s) have reviewed the Seller's Disclosure in Section III and certify, to the best of his/her/their knowledge, that the information they have provided is true and accurate.

Seller _____ Date _____ Seller _____ Date _____

V. LISTING AGENT'S CERTIFICATION OF ACCURACY

Listing Agent certifies that he/she has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Listing Agent _____ Date _____

VI. PURCHASER'S ACKNOWLEDGMENT (initial) (The Seller's Disclosure in Section III and Certification in Section IV and the Listing Agent's Certification in Section V to be completed and signed prior to purchaser signing this Addendum A.)

		(a)	Purchaser has received copies of all information listed in Section III above.
		(b)	Purchaser has received the pamphlet Protect Your Family From Lead in Your Home.
		(c)	Purchaser has (check one below):
<input type="checkbox"/> Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or			
<input type="checkbox"/> Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.			

VII. PURCHASER'S CERTIFICATION OF ACCURACY

Purchaser(s) have reviewed the Purchaser's Acknowledgement in Section VI and certify, to the best of his/her/their knowledge, that the information they have provided is true and accurate.

Purchaser _____ Date _____ Purchaser _____ Date _____

VIII. SELLING/BUYER'S AGENT'S CERTIFICATION OF ACCURACY

Selling/Buyer's Agent certifies that the purchaser has received the information in section VI (a) and (b).

Selling/Buyer's Agent _____ Date _____



380 Washington Road Sayreville, NJ 08872

Tel: (732) 903-9145

Fax: (732) 234-3210

VACANT HOME AGREEMENT

ADDRESS: _____

BLOCK: _____

LOT: _____

This will notify the owners that their vacant property above address is not being maintained by RE/MAX Dreams.

In the event of any damages, including frozen pipes, RE/MAX Dreams and all representatives of the company will not be held responsible.

Homeowner

Date

Homeowner

Date

Agent

Date



SELLER'S APPROXIMATE PROCEEDS

List Price	\$
First Mortgage	\$
Second Mortgage (if applicable)	\$
Attorney Fees	\$
Commission (as agreed upon)	\$
Realty Transfer Fee	\$
Escrow Fees	\$
Home Warranty	\$
Pest Inspections	\$
Termite Work	\$
Home Inspection Repairs	\$
Total Estimated Closing Costs	\$
Approximate Net Cash To Seller	\$

I understand that the above is an estimate only and that the actual costs which would be incurred may vary if an actual sale is consummated. The estimated amounts above are guaranteed in any way and are for informational purposes only.

Seller: _____

Date: _____

Broker/Sales Associate: _____

Date: _____



OPEN HOUSE PROCEDURES

1. Set up the Open House with the Homeowner.
2. List the Open House in the MLS.
3. Pick up the Open House signs and bag with your flyers and sign in sheet provided from the office.
4. Consider setting up your signs the night before the Open House. If that's not possible, arrive as early as possible the day of the Open house to set up the signs and balloons.
5. If you would like to provide water, cookies, or personalized handouts make sure they are presented neatly and professionally.
6. Set up the flyers/information sheets and your business cards.
7. Make sure each person who enters your Open House signs in (fill out the first line so those who follow will know how it should be done).
8. Follow up with your Home Owner and give feedback.
9. Follow up with everyone who attended via phone call or email.

RE/MAX DREAMS

New Agent Orientation

Lead Procedure

Leads are provided to agents and are from Susan's listings, and lead resources. They are offer through Group me. Make sure you are ready to contact and service the lead. If you are driving, or not in the position to give them your full and immediate attention, do not accept the lead.

Please keep the office updated regularly on your progress with the lead. within 24 hours of accepting the lead, update us on the leads status.

Not keeping office updated on your progress with the leads may affect your ability to accept leads.