

**LISTING CONTRACT**  
**EXCLUSIVE RIGHT TO SELL REAL ESTATE**

XLS

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **BROKER (Company)** \_\_\_\_\_

2 **LICENSEE(S)** \_\_\_\_\_

3 **SELLER** \_\_\_\_\_

4 **Does Seller have a Listing Contract with another Broker?**  Yes  No

5 **If yes, explain:** \_\_\_\_\_

6

7 **1. PROPERTY** **LISTED PRICE \$** \_\_\_\_\_

8 Address \_\_\_\_\_

9 Municipality (city, borough, township) \_\_\_\_\_

10 County \_\_\_\_\_ School District \_\_\_\_\_

11 Zoning \_\_\_\_\_ Present Use \_\_\_\_\_

12 Identification (Tax ID #; Parcel #; Lot, Block; Deed Book, Page, Recording Date) \_\_\_\_\_

13

14 **2. STARTING & ENDING DATES OF LISTING CONTRACT (ALSO CALLED "TERM")**

15 A. No Association of REALTORS® has set or recommended the term of this contract. By law, the length or term of a listing con-  
16 tract may not exceed one year. Broker and Seller have discussed and agreed upon the length or term of this Contract.

17 B. Starting Date: This Contract starts when signed by Broker and Seller, unless otherwise stated here: \_\_\_\_\_.

18 C. Ending Date: This Contract ends on \_\_\_\_\_.

19 **3. DUAL AGENCY** Seller agrees that Broker may also represent the buyer(s) of the Property. The Broker is a DUAL AGENT when  
20 representing both Seller and the buyer in the sale of a property.

21 **4. DESIGNATED AGENCY**

22  **Not Applicable**

23  **Applicable.** Broker may designate licensees to represent the separate interests of Seller and the buyer. Licensee (identified  
24 above) is the Designated Agent, who will act exclusively as the Seller Agent. If Property is introduced to the buyer by a licensee  
25 in the Company who is not representing the buyer, then that licensee is authorized to work on behalf of Seller. If Licensee is also  
26 the Buyer's Agent, then Licensee is a DUAL AGENT.

27 **5. BROKER'S FEE** No Association of REALTORS® has set or recommended the Broker's Fee. Broker and Seller have negotiated  
28 the fee that Seller will pay Broker. Broker's Fee is \_\_\_\_\_ % of the sales price AND \$ \_\_\_\_\_, paid by Seller.

29 **6. COOPERATION WITH OTHER BROKERS**

30 Licensee has explained Broker's company policies about cooperating with other brokers. Broker and Seller agree that Broker will pay  
31 from Broker's Fee a fee to another broker who procures the buyer, is a member of a Multiple Listing Service (MLS), and who:

32 A.  **represents Seller (SUBAGENT).** Broker will pay \_\_\_\_\_ of/from the sale price.

33 B.  **represents the buyer (BUYER'S AGENT).** Broker will pay \_\_\_\_\_ of/from the sale price.

34 **A Buyer's Agent, even if compensated by Broker for Seller, will represent the interests of the buyer.**

35 C.  **does not represent either Seller or a buyer (TRANSACTION LICENSEE).**

36 Broker will pay \_\_\_\_\_ of/from the sale price.

37 **7. PAYMENT OF BROKER'S FEE**

38 A. **Seller will pay Broker's Fee if Property, or any ownership interest in it, is sold or exchanged during the term of this**  
39 **Contract by Broker, Broker's salespersons, Seller, or by any other person or broker, at the listed price or any price accept-**  
40 **able to Seller.**

41 B. Seller will pay Broker's Fee if a ready, willing, and able buyer is found by Broker or by anyone, including Seller. A willing buyer  
42 is one who will pay the listed price or more for the Property, or one who has submitted an offer accepted by Seller.

43 C. Seller will pay Broker's Fee if negotiations that are pending at the Ending Date of this Contract result in a sale.

44 D. Seller will pay Broker's Fee for a sale that occurs after the Ending Date of this Contract IF:

45 (1) The sale occurs within \_\_\_\_\_ of the Ending Date, AND

46 (2) The buyer was shown or negotiated to buy the Property during the term of this contract, AND

47 (3) The Property is not listed under an "exclusive right to sell contract" with another broker at the time of the sale.

48 E. If a buyer signs an agreement of sale then refuses to buy the Property, or if a buyer is unable to buy the Property because of fail-  
49 ing to do all the things required of the buyer in the agreement of sale (buyer default), Seller will pay Broker  
50 \_\_\_\_\_ of/from buyer's deposit monies, OR the **Broker's Fee** in Paragraph 5, whichever is less.

51 F. If the Property or any part of it is taken by any government for public use (Eminent Domain), Seller will pay Broker's Fee from  
52 any money paid by the government.

53 G. If a sale occurs, Broker's Fee will be paid upon delivery of the deed or other evidence of transfer of title or interest. If the Property  
54 is transferred by an installment contract, Broker's Fee will be paid upon the execution of the installment contract.

55



56 **8. DUTIES OF BROKER AND SELLER**

- 57 A. Broker is acting as a Seller's Agent, as described in the Consumer Notice, to market the Property and to negotiate with poten-  
58 tial buyers. Broker will use reasonable efforts to find a buyer for the Property.  
59 B. Seller will cooperate with Broker and assist in the sale of the Property as asked by Broker.  
60 C. All showings, negotiations and discussions about the sale of the Property will be done by Broker on Seller's behalf. All written  
61 or oral inquiries that Seller receives or learns about regarding the Property, regardless of the source, will be referred to Broker.  
62 D. If the Property, or any part of it, is rented, Seller will give any leases to Broker before signing this Contract. If any leases are  
63 oral, Seller will provide a written summary of the terms, including amount of rent, ending date, and Tenant's responsibilities.  
64 E. Seller will not enter into or renew any leases during the term of this Contract without first giving notice to Broker.

65 **9. BROKER'S SERVICE TO BUYER**

66 Broker may provide services to a buyer for which Broker may accept a fee. Such services may include, but are not limited to:  
67 deed/document preparation; ordering certifications required for closing; financial services; title transfer and preparation services;  
68 ordering insurance, construction, repair, or inspection services. Broker will disclose to Seller if any fees are to be paid by Buyer.

69 **10. BROKER NOT RESPONSIBLE FOR DAMAGES**

70 Seller agrees that Broker and Broker's salespersons are not responsible for any damage to the Property or any loss or theft of per-  
71 sonal goods from the Property unless such damage, loss or theft is directly caused by Broker or Broker's salespersons.

72 **11. DEPOSIT MONEY**

- 73 A. Broker, or any person Seller and the buyer name in the agreement of sale, will keep all deposit monies paid by or for the buyer  
74 in an escrow account until the sale is completed or the agreement of sale is terminated. If held by Broker, this escrow account  
75 will be held as required by real estate licensing laws and regulations. Seller agrees that the person keeping the deposit monies  
76 may wait to deposit any uncashed check that is received as deposit money until Seller has accepted an offer.  
77 B. If Seller joins Broker or Licensee in a lawsuit for the return of deposit monies, Seller will pay Broker's and Licensee's attor-  
78 neys' fees and costs.

79 **12. OTHER PROPERTIES**

80 Seller agrees that Broker may list other properties for sale and that Broker may show other properties to prospective buyers.

81 **13. CONFLICT OF INTEREST**

82 A conflict of interest is when Broker or Licensee has a financial or personal interest where Broker or Licensee cannot put Seller's  
83 interests before any other. If Broker, Licensee, or any of Broker's salespeople has a conflict of interest, Broker will notify Seller in  
84 a timely manner.

85 **14. PUBLICATION OF SALE PRICE**

86 Seller is aware that the Multiple Listing Service (MLS), newspapers, and other media may publish the final sale price of the  
87 Property after settlement.

88 **15. SELLER WILL REVEAL DEFECTS & ENVIRONMENTAL HAZARDS**

- 89 A. Seller (including Sellers exempt from the Real Estate Seller Disclosure Law) will disclose all known material defects and/or  
90 environmental hazards on a separate disclosure statement. A material defect is a problem or condition that:  
91 (1) is a possible danger to those living on the Property, or  
92 (2) has a significant, adverse effect on the value of the Property.  
93 The fact that a structural element, system or subsystem is near, at or beyond the end of the normal useful life of such a struc-  
94 tural element, system or subsystem is not by itself a material defect.  
95 B. If Seller fails to disclose known material defects and/or environmental hazards:  
96 (1) Seller will not hold Broker or Licensee responsible in any way;  
97 (2) Seller will protect Broker and Licensee from any claims, lawsuits, and actions that result;  
98 (3) Seller will pay all of Broker's and Licensee's costs that result. This includes attorneys' fees and court-ordered payments  
99 or settlements (money Broker or Licensee pays to end a lawsuit or claim).

100 **16. IF PROPERTY WAS BUILT BEFORE 1978**

101 The Residential Lead-Based Paint Hazard Reduction Act says that any seller of property built before 1978 must give the buyer an  
102 EPA pamphlet titled *Protect Your Family From Lead in Your Home*. The seller also must tell the buyer and the broker what the sell-  
103 er knows about lead-based paint and lead-based paint hazards that are in or on the property being sold. Seller must tell the buyer  
104 how the seller knows that lead-based paint and lead-based paint hazards are on the property, where the lead-based paint and lead-  
105 based paint hazards are, the condition of the painted surfaces, and any other information seller knows about lead-based paint and  
106 lead-based paint hazards on the property. Any seller of a pre-1978 structure must also give the buyer any records and reports that  
107 the seller has or can get about lead-based paint or lead-based paint hazards in or around the property being sold, the common areas,  
108 or other dwellings in multi-family housing. According to the Act, a seller must give a buyer 10 days (unless seller and the buyer  
109 agree to a different period of time) from the time an agreement of sale is signed to have a "risk assessment" or inspection for pos-  
110 sible lead-based paint hazards done on the property. Buyers may choose not to have the risk assessment or inspection for lead paint  
111 hazards done. If the buyer chooses not to have the assessment or inspection, the buyer must inform the seller in writing of the  
112 choice. The Act does not require the seller to inspect for lead paint hazards or to correct lead paint hazards on the property. The Act  
113 does not apply to housing built in 1978 or later.

114 **17. RECOVERY FUND**

115 Pennsylvania has a Real Estate Recovery Fund (the Fund) to repay any person who has received a final court ruling (civil  
116 judgment) against a Pennsylvania real estate licensee because of fraud, misrepresentation, or deceit in a real estate transac-  
117 tion. The Fund repays persons who have not been able to collect the judgment after trying all lawful ways to do so. For com-  
118 plete details about the Fund, call (717) 783-3658, or (800) 822-2113 (within Pennsylvania) and (717) 783-4854 (outside  
119 Pennsylvania).

120 **18. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

121 Federal and state laws make it illegal for a seller, a broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS  
122 CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older),  
123 NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELA-  
124 TIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell,  
125 show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of property.

126 **19. ADDITIONAL OFFERS**

127 Unless prohibited by Seller, if Broker is asked by a buyer or cooperating broker about the existence of other offers on the  
128 Property, Broker will reveal the existence of other offers and whether they were obtained by the Licensee identified in this  
129 Contract, by another Licensee working with Broker, or by a cooperating Broker. ONCE SELLER ENTERS INTO AN  
130 AGREEMENT OF SALE, BROKER IS NOT REQUIRED TO PRESENT OTHER OFFERS.

131 **20. TRANSFER OF THIS CONTRACT**

132 A. Broker will notify Seller immediately in writing if Broker transfers this Contract to another broker when:

- 133 (1) Broker stops doing business, OR  
134 (2) Broker forms a new real estate business, OR  
135 (3) Broker joins his business with another.

136 Seller agrees that Broker may transfer this Contract to another broker. Broker will notify Seller immediately in writing  
137 when a transfer occurs or Broker will lose the right to transfer this Contract. Seller will follow all requirements of this  
138 Contract with the new broker.

139 B. Should Seller give or transfer the Property, or an ownership interest in it, to anyone during the term of this Contract, all  
140 owners will follow the requirements of this Contract.

141 **21. NO OTHER CONTRACTS**

142 Seller will not enter into another listing contract with another broker that begins before the Ending Date of this Contract.

143 **22. ENTIRE CONTRACT**

144 This Contract is the entire agreement between Broker and Seller. Any verbal or written agreements that were made before  
145 are not a part of this Contract.

146 **23. CHANGES TO THIS CONTRACT**

147 All changes to this Contract must be in writing and signed by Broker and Seller.

148 **24. SPECIAL INSTRUCTIONS**

149 The Office of the Attorney General has not pre-approved any special conditions or additional terms added by any parties. Any  
150 special conditions or additional terms in this Contract must comply with the Pennsylvania Plain Language Consumer  
151 Contract Act.

152 **25. COPYRIGHT**

153 In consideration of Broker's efforts to market Seller's Property as stated in this Contract, Seller grants Broker a non-exclu-  
154 sive, world-wide license (the "License") to use any potentially copyrightable materials (the "Materials") which are related to  
155 the Property and provided by Seller to Broker or Broker's representative(s). The Materials may include, but are not limited  
156 to: photographs, images, video recordings, virtual tours, drawings, written descriptions, remarks, and pricing information  
157 related to Seller's Property. This License permits Broker to submit the Materials to one or more multiple listing services, to  
158 include the Materials in compilations of listings, and to otherwise distribute, publicly display, reproduce, publish and produce  
159 derivative works from the Materials for any purpose that does not conflict with the express terms of this Contract. The  
160 License may not be revoked by Seller and shall survive the ending of this Contract. Seller also grants Broker the right to sub-  
161 license to others any of these rights granted to Broker by Seller. Seller represents and warrants to Broker that the License  
162 granted to Broker for the Materials does not violate or infringe upon the rights, including any copyrights, of any person or  
163 entity. Seller understands that the terms of the License do not grant Seller any legal right to any works that Broker may pro-  
164 duce using the Materials.

165

166

167

168

169

170

171

172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226

**26. MARKETING OF PROPERTY**

- A. Where permitted, Broker, at Broker's option, may use:  For sale sign  Sold sign  Key in office  Lock box  
 Print /electronic advertising, including photographs  Property address in print/electronic advertising.
- B. Broker  will/ will not use a Multiple Listing Service (MLS) to advertise the Property to other real estate brokers and salespersons. Seller agrees that Broker, Licensee, and the MLS are not responsible for mistakes in the MLS and/or advertising of the Property.

**27. ITEMS INCLUDED/NOT INCLUDED IN THE PRICE OF THE PROPERTY**

- A. INCLUDED in the sale are all existing items permanently installed in the Property, free of liens, including plumbing; heating; lighting fixtures (including chandeliers and ceiling fans); water treatment systems; pool and spa equipment; garage door openers and transmitters; television antennas; unpotted shrubbery, plantings, and trees; any remaining heating and cooking fuels stored on the Property at the time of settlement; sump pumps; storage sheds; mailboxes; wall to wall carpeting; existing window screens; storm windows and screen/storm doors; window covering hardware, shades and blinds; built-in air conditioners; built-in appliances; and the range/oven, unless otherwise stated. Also included: \_\_\_\_\_
- B. LEASED items (not owned by seller): \_\_\_\_\_
- C. EXCLUDED fixtures and items: \_\_\_\_\_

**ADDITIONAL INFORMATION (OPTIONAL)**

**TITLE & POSSESSION**

- A. Seller will give possession of Property to a buyer at settlement, or on \_\_\_\_\_
- B. At settlement, Seller will give full rights of ownership (fee simple) to a buyer except as follows:  
(1) Mineral Rights Agreements: \_\_\_\_\_  
(2) Other: \_\_\_\_\_
- C. Seller has:  
 Mortgage with: \_\_\_\_\_ Amount of balance \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Equity Loan with: \_\_\_\_\_ Amount of balance \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Seller authorizes Broker to receive mortgage payoff and/or equity loan payoff information from lender(s).
- D. Seller has:  Judgments  Municipal Assessment  Past Due Taxes  Other: \_\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- E. If Seller, at any time on or since January 1, 1998, has been obligated to pay support under an order on record in any Pennsylvania county, list the county and the Domestic Relations Number or Docket Number: \_\_\_\_\_

**TAXES, UTILITIES, & ASSOCIATION FEES**

- A. At settlement, Seller will pay one-half of the total Real Estate Transfer Taxes, unless otherwise stated here: \_\_\_\_\_
- B. Real Estate Property Tax Assessment \$ \_\_\_\_\_ Yearly Taxes \$ \_\_\_\_\_  
Wage/Income Tax \$ \_\_\_\_\_ Per Capita Tax \$ \_\_\_\_\_
- C. Estimated Utilities (trash, water, sewer, electric, gas, oil, etc.): \_\_\_\_\_
- D. Association Fees \$ \_\_\_\_\_ Include: \_\_\_\_\_

**BUYER FINANCING** Seller will accept the following arrangements for buyer to pay for the Property:

- Cash  Conventional mortgage  FHA mortgage  VA mortgage
- Seller's help to buyer (if any): \_\_\_\_\_

**Seller has read the Consumer Notice as adopted by the State Real Estate Commission at 49 Pa. Code §35.336.**

**Seller gives permission for Broker to send information about this transaction to the fax number(s) and/or e-mail address(es) listed below.**

**Seller has read the entire Contract before signing. All Sellers must sign this Contract.**

**Return by facsimile (FAX) constitutes acceptance of this Contract.**

**NOTICE BEFORE SIGNING: IF SELLER HAS LEGAL QUESTIONS, SELLER IS ADVISED TO CONSULT AN ATTORNEY.**

**SELLER'S MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SELLER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SELLER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BROKER (Company Name)** \_\_\_\_\_

**ACCEPTED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

