

# Naples Flat Fee Realty LLC

## ***Real Estate Listing Forms Package***

<b>Page</b>	<b>Form</b>
<b>1-3</b>	<b>Naples Flat Fee LLC MLS Agreement</b> <i>(A listing agreement between Seller and Naples Flat Fee Realty LLC.)</i>
<b>4-10</b>	<b>Residential Profile Sheets</b> <i>(Used to gather correct info for inputting property into Multiple Listing Service.)</i>
<b>11-15</b>	<b>Seller's Disclosure Statement</b> <i>(Use to disclose any known issues to the buyer.)</i>
<b>16</b>	<b>Homeowners' Association Disclosure Summary</b> <i>(Use to disclose to buyer any maintenance fees and frequency of payments to any Association.)</i>

## **NAPLES FLAT FEE REALTY LLC AGREEMENT TO LIST PROPERTY ON MLS**

- 1) Seller agrees to pay NAPLES FLAT FEE REALTY LLC the sum of \$350 for a six-month period to provide MLS listing services consisting SOLELY of listing said property on the MLS. Additional marketing of said property is ONLY at the discretion of NAPLES FLAT FEE REALTY LLC; though Seller understands that by being on the NABOR (Naples Area Board of Realtors) MLS, property will/may appear on a multitude of internet websites such as, but not limited to, Realtor.com, Trulia, Zillow, other broker sites etc., through broker reciprocity. Seller's only required compensation to NAPLES FLAT FEE REALTY LLC during the selected term period is \$350 per six months; or in the case of a one-year up-front non-refundable agreement \$600. Seller is allowed to make up to three session changes per 6-month period at no additional charge. Additional changes will be charged out at \$15 per session.
- 2) Seller understands that during this MLS Listing Term Seller may not enter into an agreement with another real estate company unless this agreement is terminated first. Seller retains the right to terminate this agreement at any time with 24-hour notice, though Seller likewise understands with Seller signature on this document, in such an event, that all terms of this agreement will be complied with regarding paragraph number 10. Seller also agrees that with termination no refund is due from NAPLES FLAT FEE REALTY LLC, except as in paragraph 3.
- 3) NAPLES FLAT FEE REALTY LLC agrees that should Seller named in this document choose to list with sister company (but not a partnership) TROPICS REAL ESTATE LLC as a full-service brokerage at a later date and that property sells and closes through TROPICS REAL ESTATE LLC, TROPICS REAL ESTATE LLC has agreed to credit seller with an amount equal to that paid to NAPLES FLAT FEE REALTY LLC during the Seller's association with that firm.
- 4) Seller of said property understands he/she/they is/are self-represented in ALL showings and negotiations and contact with Buyer Agents. Seller also hereby acknowledges and signs this agreement with the understanding that he/she/they is/are the contact person(s) listed in the MLS and as such responsible for all showings, appointments, open houses, signage, signage placement and incoming phone calls. Seller understands that though an agent/broker's name appears in the listing, neither this agent, nor NAPLES FLAT FEE REALTY LLC bears any representation responsibilities.
- 5) While Seller understands he/she/they retain the right(s) to sell said property as an owner to a buyer they procure (not associated with anyone brought in by a procuring agent) without paying a brokerage commission, he/she/they also acknowledge they will represent themselves in open houses, brochures and signage as hosting the property in an effort to avoid conflicting situations, uncomfortable showings by agents, and possible undermining of a real estate broker in terms of a commission. (ie: No signage saying "For Sale by Owner"; but rather just "For Sale.") This is for the benefit not only of cooperating brokers, but also for sellers allowing a comfortable arms' length from potential buyers. Likewise Seller agrees to do open houses and all marketing

at the same price as listed in the MLS, again to avoid conflicting numbers with agents showing seller's property.

- 6) Seller agrees to abide by the rules and regulations of their given association in regard to selling the properties, signage (city/county/association) and/or open houses. Should any disagreements arise out of those negotiations and contact with Buyer Agents, Seller agrees to hold NAPLES FLAT FEE REALTY LLC and anyone associated with NAPLES FLAT FEE REALTY LLC harmless in any resulting disagreements and/or litigation.
- 7) Seller agrees to take responsibility for the validity and accuracy of MLS information as provided to NAPLES FLAT FEE REALTY LLC and as is presented on the MLS site. Seller agrees to review said information within 24-hours of input to correct any errors. Should NAPLES FLAT FEE LLC become aware of any inaccurate information and/or unprofessional, questionable or non-legal behavior on the part of the seller, NAPLES FLAT FEE REALTY LLC retains the right to discontinue any and all listings if situation is not corrected immediately with no refund due.
- 8) Seller has up to 72 hours to modify listing input – plus up to three session modifications as noted in paragraph 1 during each six month term – at no additional charge. Any additional entries will be billed at \$15 per session. If payment is not made promptly, NAPLES FLAT FEE REALTY LLC retains the right to withdraw listing from MLS until payment is made.
- 9) Seller agrees to pay a minimum of 2.5%, though NAPLES FLAT FEE REALTY LLC recommends 3% commission to buyer's broker to be stated on the MLS. Seller understands commission is to be paid to the buyer's agent's brokerage company of record at closing and not to buyer's agent directly. Seller also herein agrees that buyer's broker shall be paid the compensation if the property, (or any interest therein or right of use or right to purchase) is sold, contracted to be sold, or otherwise transferred within 90 days after the termination of the Naples Flat Fee Realty Agreement to anyone with whom PROCURING BROKER (or those working by or through BROKER or with BUYER) has had contact regarding the Property prior to the Termination Date. Seller agrees to hold harmless NAPLES FLAT FEE REALTY LLC and/or anyone associated with NAPLES FLAT FEE REALTY LLC should any disagreements and/or litigation arise from non-performance on the part of Seller and/or Buyer's Broker.
- 10) Seller agrees to report all listing changes to NAPLES FLAT FEE REALTY LLC within 24 hours. NAPLES FLAT FEE REALTY LLC agrees to make such changes within 24 hours, though through acts of God or other hindrances does not guarantee to do so and cannot be held liable in such a circumstance.
- 11) In the event of a sale with a brokerage, Seller is responsible for providing information, condo documents, HOA documents, and any/all pertinent and necessarily required documents and/or paperwork for and toward closing to buyer and/or selling broker, and/or title company in a timely manner. NAPLES FLAT FEE REALTY LLC is to be held harmless in this regard should any disagreements and/or legal issues arise.

- 12) Seller agrees to operate legally, honestly and fairly in the sale of his/her/their property and to do the utmost to allow such a property transition to move along smoothly.
- 13) Seller agrees that he/she/they have the right to sell the property below. If property owner is not the listed property owner of said property NAPLES FLAT FEE REALTY LLC will refuse to list said property, or in the case that such property is listed and payment made before discovery, property will be terminated from the MLS and no refund will be due from NAPLES FLAT FEE REALTY LLC.
- 14) HAPPY SELLING from your friends at NAPLES FLAT FEE REALTY LLC. Upon agreement, a listing and selling packet will be forwarded via email (unless other arrangements are made) with necessary documents and contracts for your convenience. Photos are also the responsibility of the property owner and may be forwarded via [mgrahamvip@comcast.net](mailto:mgrahamvip@comcast.net) or dropped off on a digital storage device. To leave messages for NAPLES FLAT FEE REALTY LLC contact **Charlie Wallen, Realtor at (239) 821-9046 or email her at mgrahamvip@comcast.net**

SELLER(S) FULL NAME: \_\_\_\_\_

\_\_\_\_\_

SELLER(S) EMAIL ADDRESS: \_\_\_\_\_

SELLING PROPERTY ADDRESS: \_\_\_\_\_

SELLER(S) CONTACT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
Owner/Seller signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Seller signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Naples Flat Fee REALTY LLC

\_\_\_\_\_  
Date



Virtual Tour URL: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Elementary School: \_\_\_\_\_  
 Middle School: \_\_\_\_\_  
 High School: \_\_\_\_\_

Room Dimensions:  
 Master Bed: \_\_\_ x \_\_\_ 2<sup>nd</sup> Bed: \_\_\_ x \_\_\_ 3<sup>rd</sup> Bed: \_\_\_ x \_\_\_  
 4<sup>th</sup> Bed: \_\_\_ x \_\_\_ 5<sup>th</sup> Bed: \_\_\_ x \_\_\_ Den: \_\_\_ x \_\_\_  
 Dining Rm: \_\_\_ x \_\_\_ Fam. Rm: \_\_\_ x \_\_\_ Garage \_\_\_ x \_\_\_  
 Great Rm: \_\_\_ x \_\_\_ Kitchen: \_\_\_ x \_\_\_ Lanai \_\_\_ x \_\_\_  
 Living Rm: \_\_\_ x \_\_\_ Utility Rm: \_\_\_ x \_\_\_

**Amenities:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Assisted Living Available | <input type="checkbox"/> Community Boat Slip     | <input type="checkbox"/> None                   |
| <input type="checkbox"/> Basketball                | <input type="checkbox"/> Community Park          | <input type="checkbox"/> See Remarks            |
| <input type="checkbox"/> BBQ - Picnic              | <input type="checkbox"/> Community Pool          | <input type="checkbox"/> Play Area              |
| <input type="checkbox"/> Beach Access              | <input type="checkbox"/> Community Room          | <input type="checkbox"/> Private Beach Pavilion |
| <input type="checkbox"/> Beach Club Available      | <input type="checkbox"/> Community Spa/Hot tub   | <input type="checkbox"/> Private Membership     |
| <input type="checkbox"/> Beauty Salon              | <input type="checkbox"/> Concierge Services      | <input type="checkbox"/> Putting Green          |
| <input type="checkbox"/> Beach-Private             | <input type="checkbox"/> Dog Park                | <input type="checkbox"/> Racquetball            |
| <input type="checkbox"/> Bike And Jog Path         | <input type="checkbox"/> Exercise Room           | <input type="checkbox"/> Restaurant             |
| <input type="checkbox"/> Bike Storage              | <input type="checkbox"/> Extra Storage           | <input type="checkbox"/> Sauna                  |
| <input type="checkbox"/> Billiards                 | <input type="checkbox"/> Fishing Pier            | <input type="checkbox"/> Shopping               |
| <input type="checkbox"/> Bocce Court               | <input type="checkbox"/> Fitness Center Attended | <input type="checkbox"/> Shuffleboard           |
| <input type="checkbox"/> Boat Storage              | <input type="checkbox"/> Golf Course             | <input type="checkbox"/> Sidewalk               |
| <input type="checkbox"/> Business Center           | <input type="checkbox"/> Full Service Spa        | <input type="checkbox"/> Stable-Horse           |
| <input type="checkbox"/> Cabana                    | <input type="checkbox"/> Guest Room              | <input type="checkbox"/> Streetlights           |
| <input type="checkbox"/> Theater                   | <input type="checkbox"/> Hobby Room              | <input type="checkbox"/> Tennis Court           |
| <input type="checkbox"/> Clubhouse                 | <input type="checkbox"/> Horses OK               | <input type="checkbox"/> Trash Chute            |
| <input type="checkbox"/> Common Laundry            | <input type="checkbox"/> Internet Access         | <input type="checkbox"/> Underground Utilities  |
| <input type="checkbox"/> Community Boat Dock       | <input type="checkbox"/> Lakefront Beach         | <input type="checkbox"/> Vehicle Wash Area      |
| <input type="checkbox"/> Community Boat Lift       | <input type="checkbox"/> Library                 | <input type="checkbox"/> Volleyball             |
| <input type="checkbox"/> Community Boat Ramp       | <input type="checkbox"/> Marina                  | <input type="checkbox"/> Water Skiing           |

**Approval:**

- Application Fee
- Buyer
- Interview
- None
- See Remarks
- Tenant

**Bedroom Desc:**

- First Floor Bedroom
- Master BR Ground
- Master BR Upstairs
- Master BR Sitting Area
- Split Bedrooms
- Two Master Suites

**Construction:**

- Concrete Block
- Elevated
- Handicap
- Manufactured
- Metal Frame
- Modular
- Piling
- Poured Concrete
- Relocated
- Wood Frame

**Boat/Dock Info:**

- Boat Canopy Cover
- Boat/Dock Private
- Boat House
- Boat Lift
- Boat Ramp
- Boat Slip
- Captains Walk
- Concrete Dock
- Dock Deeded
- Dock Included
- Dock Lease
- Dock Purchase
- Electric Avail
- Hoist/Davit
- None
- See Remarks
- Tiki Hut
- Water Available
- Wooden Dock

**Building Desc:**

- 1 Story/Ranch
- 2 Story
- Carriage/Coach
- Contemporary
- Corner
- Duplex
- End-Unit
- Florida
- Garden Apartment
- Multi-Story Home
- Penthouse
- See Remarks
- Spanish
- Split Levels
- Stilts
- Traditional

**Dining Description:**

- Breakfast Bar
- Breakfast Room
- Dining - Family
- Dining - Living
- Eat-in Kitchen
- Formal
- See Remarks

**Community Type:**

- Boating
- Condo/Hotel
- Gated
- Golf Bundled
- Golf Course
- Golf Equity
- Golf Non-Equity
- Golf Public
- Mobile/Manufactured
- Not Gated
- See Remarks
- Tennis

**Cooling:**

- Air Purifier
- Ceiling fans
- Central Electric
- Exhaust Fan
- Heat Pump
- Humidistat
- Zoned  Window Unit
- See Remarks
- Ridge Vent
- Thermal Fan
- Wall Unit
- Whole House Fan

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.

**Equipment/Appliances Included:**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Auto Garage Door | <input type="checkbox"/> Grill - Other           | <input type="checkbox"/> Refrigerator          | <input type="checkbox"/> Trash Compactor        |
| <input type="checkbox"/> Central Vacuum   | <input type="checkbox"/> Home Automation         | <input type="checkbox"/> Refrigerator/Icemaker | <input type="checkbox"/> Walk-In Cooler         |
| <input type="checkbox"/> Cooktop          | <input type="checkbox"/> Ice Maker - Stand Alone | <input type="checkbox"/> Reverse Osmosis       | <input type="checkbox"/> Wall Oven              |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Instant Hot Faucet      | <input type="checkbox"/> Safe                  | <input type="checkbox"/> Warming Tray           |
| <input type="checkbox"/> Disposal         | <input type="checkbox"/> Intercom                | <input type="checkbox"/> Satellite Dish        | <input type="checkbox"/> Washer                 |
| <input type="checkbox"/> Double Oven      | <input type="checkbox"/> Microwave               | <input type="checkbox"/> Security System       | <input type="checkbox"/> Washer / Dryer Hook Up |
| <input type="checkbox"/> Dryer            | <input type="checkbox"/> None                    | <input type="checkbox"/> Self Cleaning Oven    | <input type="checkbox"/> Water Treatment Owned  |
| <input type="checkbox"/> Freezer          | <input type="checkbox"/> See Remarks             | <input type="checkbox"/> Smoke Detector        | <input type="checkbox"/> Water Treatment Rented |
| <input type="checkbox"/> Generator        | <input type="checkbox"/> Range                   | <input type="checkbox"/> Solar Panels          | <input type="checkbox"/> Wine Cooler            |
| <input type="checkbox"/> Grill - Gas      |  |  |   |

**Exterior Features:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Barn Stall          | <input type="checkbox"/> Fence             | <input type="checkbox"/> Outdoor Shower | <input type="checkbox"/> Lawn Sprinkler Auto   |
| <input type="checkbox"/> Built-In Grill      | <input type="checkbox"/> Fruit Tree        | <input type="checkbox"/> Patio          | <input type="checkbox"/> Lawn Sprinkler Manual |
| <input type="checkbox"/> Courtyard           | <input type="checkbox"/> Gazebo            | <input type="checkbox"/> Pond           | <input type="checkbox"/> Storage               |
| <input type="checkbox"/> Deck                | <input type="checkbox"/> None              | <input type="checkbox"/> Privacy Wall   | <input type="checkbox"/> Tennis Court          |
| <input type="checkbox"/> Decorative Shutters | <input type="checkbox"/> Outdoor Fireplace | <input type="checkbox"/> Private Road   | <input type="checkbox"/> Water Display         |
| <input type="checkbox"/> Extra Building      | <input type="checkbox"/> Outdoor Kitchen   | <input type="checkbox"/> Room for Pool  |  |

**Exterior Finish:**

- Aluminum Siding    Brick    Remarks    Stone    Stucco    Vinyl Siding    Wood Siding

- Floor Plan Type:**  Courtyard    Efficiency    Great Room    See Remarks    Split Bedrooms

**Flooring:**

- |                                   |                                      |                                   |                                |  |   |
|-----------------------------------|--------------------------------------|-----------------------------------|--------------------------------|--|---|
| <input type="checkbox"/> Brick    | <input type="checkbox"/> Laminate    | <input type="checkbox"/> Parquet  | <input type="checkbox"/> Vinyl | <i>Kitchen:</i> <input type="checkbox"/> Built-In Desk | <input type="checkbox"/> Dome Kitchen                           |
| <input type="checkbox"/> Carpet   | <input type="checkbox"/> Marble      | <input type="checkbox"/> Terrazzo | <input type="checkbox"/> Wood  | <input type="checkbox"/> Gas Available                 | <input type="checkbox"/> Island <input type="checkbox"/> Pantry |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> See Remarks | <input type="checkbox"/> Tile     |                                | <input type="checkbox"/> Walk-In Pantry                |   |

*Guest House Living Area:* \_\_\_\_\_

**Guest House Desc:**

- |                                      |                                     |                                      |   |
|--------------------------------------|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> 1 Bath      | <input type="checkbox"/> Balcony    | <input type="checkbox"/> Efficiency  | <input type="checkbox"/> Non Conforming |
| <input type="checkbox"/> 1 Bedroom   | <input type="checkbox"/> Cabana     | <input type="checkbox"/> Garage      | <input type="checkbox"/> See Remarks    |
| <input type="checkbox"/> 2+ Baths    | <input type="checkbox"/> Carport    | <input type="checkbox"/> Kitchen     | <input type="checkbox"/> Patio          |
| <input type="checkbox"/> 2+ Bedrooms | <input type="checkbox"/> Conforming | <input type="checkbox"/> Living Room | <input type="checkbox"/> Screened Porch |

**Heat:**

- Central Electric  
 Gas  
 Heat Pump  
 None  
 See Remarks  
 Solar  
 Wall Unit  
 Window Unit  
 Zoned

**Irrigation:**

- Assessment Paid  
 Assessment Unpaid  
 Betterment  
 Central  
 Lake/Canal  
 None  
 See Remarks  
 Reclaimed  
 Well

**Management:**

- Condo  
 Developer  
 None  
 Professional  
 Remarks  
 Residents

**Master Bath Desc:**

- Two Masters  
 ADA Accessible    Shower Only  
 Bidet    Tub Only  
 Combo Tub And Shower  
 Dual Sinks  
 Jetted Tub  
 See Remarks  
 Multiple Shower Heads  
 Separate Tub And Shower

**Interior Features:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Bar                 | <input type="checkbox"/> Exclusions           | <input type="checkbox"/> Multi Phone Lines    | <input type="checkbox"/> Vaulted Ceiling   |
| <input type="checkbox"/> Built-In Cabinets   | <input type="checkbox"/> Fire Sprinkler       | <input type="checkbox"/> See Remarks          | <input type="checkbox"/> Volume Ceiling    |
| <input type="checkbox"/> Cable Prewired      | <input type="checkbox"/> Fireplace            | <input type="checkbox"/> Pantry               | <input type="checkbox"/> Walk-In Closet    |
| <input type="checkbox"/> Cathedral Ceiling   | <input type="checkbox"/> Foyer                | <input type="checkbox"/> Pull Down Stairs     | <input type="checkbox"/> Wet Bar           |
| <input type="checkbox"/> Closet Cabinets     | <input type="checkbox"/> French Doors         | <input type="checkbox"/> Smoke Detectors      | <input type="checkbox"/> Wheelchair Access |
| <input type="checkbox"/> Custom Mirrors      | <input type="checkbox"/> High Speed Available | <input type="checkbox"/> Surround Sound Wired | <input type="checkbox"/> Window Coverings  |
| <input type="checkbox"/> Disability Equipped | <input type="checkbox"/> Laundry Tub          | <input type="checkbox"/> Tray Ceiling         |  |

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.

Maintenance:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Cable             | <input type="checkbox"/> Laundry Facilities        | <input type="checkbox"/> See Remarks           | <input type="checkbox"/> Security           |
| <input type="checkbox"/> Concierge Service | <input type="checkbox"/> Lawn/Land Maintenance     | <input type="checkbox"/> Pest Control Exterior | <input type="checkbox"/> Sewer              |
| <input type="checkbox"/> Fidelity Bond     | <input type="checkbox"/> Legal/Accounting          | <input type="checkbox"/> Pest Control Interior | <input type="checkbox"/> Street Lights      |
| <input type="checkbox"/> Golf Course       | <input type="checkbox"/> Manager                   | <input type="checkbox"/> Rec Facilities        | <input type="checkbox"/> Street Maintenance |
| <input type="checkbox"/> Insurance         | <input type="checkbox"/> Master Antenna/Satellite  | <input type="checkbox"/> Repairs               | <input type="checkbox"/> Trash Removal      |
| <input type="checkbox"/> Internet/WIFI     | <input type="checkbox"/> Master Assn. Fee Included | <input type="checkbox"/> Reserve               | <input type="checkbox"/> Water              |
| <input type="checkbox"/> Irrigation Water  | <input type="checkbox"/> None                      |  |   |

Parking:

- |                                       |   |   |  |
|---------------------------------------|---|---|--|
| <input type="checkbox"/> 1 Assigned   | <input type="checkbox"/> Deeded           | <input type="checkbox"/> Load Space       | <input type="checkbox"/> Special Rental    |
| <input type="checkbox"/> 2 Assigned   | <input type="checkbox"/> Driveway Paved   | <input type="checkbox"/> None             | <input type="checkbox"/> Street            |
| <input type="checkbox"/> 2+ Spaces    | <input type="checkbox"/> Driveway Unpaved | <input type="checkbox"/> Paved parking    | <input type="checkbox"/> Under Bldg Closed |
| <input type="checkbox"/> Circle Drive | <input type="checkbox"/> Free Standing    | <input type="checkbox"/> See Remarks      | <input type="checkbox"/> Under Bldg Open   |
| <input type="checkbox"/> Common       | <input type="checkbox"/> Golf Cart        | <input type="checkbox"/> RV - Boat        | <input type="checkbox"/> Wheelchair Access |
| <input type="checkbox"/> Covered      | <input type="checkbox"/> Guest            | <input type="checkbox"/> Special Purchase |  |

Lot Desc:

- 3 Lots
- 4 Lots
- 5 Plus Lots
- Across from Waterfront
- Corner
- Cul-De-Sac
- Dead End
- Golf Course
- Horses OK
- Irregular Shape
- See Remarks
- Oversize
- Regular
- Zero Lot Line

Restrictions:

- Architectural
- Deeded
- Endangered Species
- Housing for Older Persons
- Limited Number Vehicles
- Limited Build Time
- No Commercial
- No Corporate Buyer
- No Motorcycles
- No Rental
- No RV
- No Truck
- None
- See Remarks

Road:

- Access Road
- Alley
- City Maintained
- County Maintained
- Cul-De-Sac
- Dead End
- Dirt Road
- Gravel
- No Access
- Paved Road
- Private Road
- Public Road
- See Remarks
- Unpaved Road

Roof:

- Built-Up or Flat
- Metal
- See Remarks
- Rolled Roof
- Roof Over
- Shingle
- Slate
- Tile
- Wood

Possession:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> At Closing | <input type="checkbox"/> remarks          |
| <input type="checkbox"/> Lease Back | <input type="checkbox"/> Prior To Closing |
| <input type="checkbox"/> Long Close | <input type="checkbox"/> Subject to Lease |
| <input type="checkbox"/> Negotiable |   |

Private Spa:

- Yes
- No

Spa Description:

- Above Ground
- Below Ground
- Concrete
- Equipment Stays
- Fiberglass
- Heated Electric
- Heated Gas
- Heated Geo
- Heated Solar
- Pool Bath
- Pool Integrated
- See Remarks
- Screened
- Self Cleaning
- Vinyl

Private Pool:

- Yes
- No

Pool Description:

- Above Ground
- Below Ground
- Concrete
- Equipment Stays
- Fiberglass
- Heated Electric
- Heated Gas
- Heated Geo
- Heated Solar
- Pool Bath
- See Remarks
- Screened
- Self-Cleaning
- Vinyl
- Custom Upgrades
- Negative Edge
- Salt Water System

Additional Rooms:

- Atrium
- Attached Apartment
- Balcony
- Exercise
- Family Room
- Florida Room
- Glass Porch
- Great Room
- Guest Bath
- Guest Room
- Home Office
- Laundry in Garage
- Laundry in Residence
- Loft
- Media Room
- Open Lanai/Porch
- Recreation
- Screened Balcony
- Screened Lanai/Porch
- See Remarks
- Workshop

Sewer:

- Assessment Paid
- Assessment Unpaid
- Betterment
- Central
- Private
- Remarks
- Septic

Storm Protection:

- Impact Resistant Doors
- Impact Resistant Windows
- None
- See Remarks
- Shutters
- Shutters Electric
- Shutters Manual

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.



Residential Profile Sheet

Rev. 8/17/2013

Security:

- Alarm Monitored, Alarm Unmonitored, Completely Fenced, Doorman, Entry Card, Entry Keypad, Entry Phone, Entry TV, Garage Secured, Gated, Guard At Gate, Lobby, None, See Remarks, Patrolled, Sec Sys Owned, Sec Sys Leased

Special Info:

- Abstract Available, Assignment Of Contract, Building Permit, Coastal Construction Line, Credit In Lieu Of Title Policy, Deed Restrictions, Disclosure, Elevation Certificate, Foreign Seller, Home Warranty, See Remarks, Owner Agent, Prior Title Insurance, Seller Disclosure Available, Special Assessment, Survey Available, Title Insurance Provided

Terms:

- Agreement For Deed, Buyer Pays Title, Buyer Finance/Cash, Consider 1st Mortgage, Consider 2nd Mortgage, Exchange, FHA, Lease Option, Lease Purchase, Model Leaseback, See Remarks, Seller Financing, Seller Pays Title, Seller Pay Closing Costs, VA

Water:

- Rev Osm - Entire House, Assessment Paid, Assessment Unpaid, Betterment, Central, Dual Water, Filter, Heat Recovery Unit, See Remarks, Rev Osm - Partial House, Softener, Solar Heater, Well

View:

- Basin, Bay, Canal, City, Creek, Golf Course, Gulf, Gulf and Bay, Intersecting Canal, Lagoon, Lake, Landscaped Area, Mangroves, See Remarks, Parking Lot, Partial Bay, Partial Buildings, Partial Gulf, Partial River, Pond, Pool/Club, Preserve, Privacy Wall, River, Tennis Courts, Water, Water Feature, Wooded Area

Waterfront: Yes No

Gulf Access: Yes No

Windows:

Gulf Access Type: See Remarks Via Boat Lift Via Boat Lock Via No Bridge

- Arched, Awning, Bay, Casement, Double Hung, Jalousie, Picture, See Remarks, Single Hung, Skylight, Sliding, Solar Tinted, Thermal, Transom

Waterfront Description:

- Basin, Bay, Canal, Creek, Fresh Water, Gulf Frontage, Intersecting Canals, Lagoon, Lake, Mangrove, Navigable, No Gulf Access, None, On the Gulf Beach, See Remarks, Rip Rap, River Frontage, Sea Wall

Canal Width:

- Canal Width 1-80, Canal Width 81-120, Canal Width 121-150, Canal Width 151-200, Canal Width 200+, None

Tax Description:

- City and County, County Only, Homestead, New Construction, No Homestead, Other Exemptions, Remarks

Total Tax Bill: \$ Year: Tax District: Not Applicable Community Development District Municipal Service Tax Development Municipal Service Tax Unit

Mandatory HOA: Yes No HOA Desc: Mandatory Voluntary

Master HOA Fee: \$ One Time Mand. Club Fee: \$ One Time Land Lease Fee: \$ One Time Rec. Lease Fee: \$

Master HOA Fee: \$ One Time Other Fee: \$ One Time Special Assessment: \$

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.

Residential Profile Sheet

Rev. 8/17/2013

Land Lease Fee: \$ \_\_\_\_\_  Annually  Semi annually  Monthly  Quarterly

HOA Fee: \$ \_\_\_\_\_  
 Annually  Semi annually  
 Monthly  Quarterly

Mand. Club Fee: \$ \_\_\_\_\_  
 Annually  Semi annually  
 Monthly  Quarterly

Condo Fee: \$ \_\_\_\_\_  
 Annually  Semi annually  
 Monthly  Quarterly

Recreation Fee: \$ \_\_\_\_\_  
 Annually  Semi annually  
 Monthly  Quarterly

Special Assmnt Fee: \$ \_\_\_\_\_  
 Annually  Semi annually  
 Monthly  Quarterly

Lease Limits:  Yes  No

Min. Days of Lease: \_\_\_\_\_

Association Management Phone number: \_\_\_\_\_

Property on Internet:  Yes  No  
Address on Internet:  Yes  No  
Internet Sites:  Broker Reciprocity  
 ListHub  
 NaplesArea.com  
 Realtor.com  
 None

AVMs:  Yes  No  
Blogging:  Yes  No

Listing Type:  
 Exclusive Agency  
 Exclusive Right to Sell  
 Exclusive Right to Sell w/ Exclusions  
 Exclusive Agency with Exclusions  
 Limited Services

Transfer Fee: \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Buyer Agent Comp: \$/% \_\_\_\_\_

Trans Broker Comp: \$/% \_\_\_\_\_

Non-Rep Comp: \$/% \_\_\_\_\_

Bonus Amount: \$ \_\_\_\_\_

Variable Rate Commission:  Yes  No

Joint Agency Listing:  Yes  No

# Leases/Year: \_\_\_\_\_

Foreclosed (REO):  Yes  No

Potential Short Sale:  Yes  No

Short Sale Comp: %/ \$ \_\_\_\_\_

Subject to FIRPTA:  Yes  No

Co-List Agent Name: \_\_\_\_\_

Listing Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Is there a sign on the property with seller contact information?  Yes  No

Contact seller for Showing?  Yes  No

Listing Broker will be available on Contract presentation and negotiations?  Yes  No

Listing Broker will perform post contract services (Follows-up contract to closing)?  Yes  No

Appointment Required:  Yes  No

Appointment Phone: \_\_\_\_\_

Target Marketing:  Yes  No

Showing Instructions:  
 24 Hour Notice  
 Alarm System  
 Call Listing Agent  
 Call Listing Office  
 Key In Listing Office  
 Key Box - Supra iBox  
 Key Box - Other  
 Listing Office Accompany  
 No Sign on Property  
 Notify Guard  
 See Remarks  
 Owner Occupied  
 Pet on Premises  
 Short Notice OK  
 Tenant Occupied  
 Vacant

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.

*Property Information:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Confidential Information:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Driving Information:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Fields that are underlined are REQUIRED. Fields that are italicized are not required.



# SELLER'S DISCLOSURE STATEMENT (RESIDENTIAL IMPROVED PROPERTY)



Property Address: \_\_\_\_\_

Seller is obligated by Florida law to disclose to a buyer all known facts or conditions that materially affect the value of the Property which are not readily observable by a buyer. This disclosure statement is designed to facilitate Seller's compliance with Florida law and to assist a buyer in evaluation of the condition and desirability of the Property. This statement and the information contained herein do not constitute a warranty to a buyer by the Seller or any licensee involved in the sale of the Property, nor should buyer consider the information contained herein a substitute for any physical inspections of the Property. The following information is provided by the Seller and not by any licensee involved in the sale of the Property to a buyer.

**NOTICE TO BUYER: ANY INSPECTION ITEMS CONTAINED IN THIS SELLER'S DISCLOSURE STATEMENT SIGNED BY BUYER PRIOR TO BUYER'S EXECUTION OF ANY OFFER (OR COUNTER-OFFER, AS APPLICABLE), SHALL NOT BE DEEMED DEFECTIVE INSPECTION ITEMS UNDER STANDARD D.2.b.**

### PROPERTY TYPE

- 1. Multi-Family (Condominium/Cooperative) -----
- 2. Single Family-----

### OCCUPANCY

- 1. Owner occupied -----
- 2. Tenant occupied by written or verbal lease. If written attach copy of lease. -----
- 3. Unoccupied -----

How long has it been since SELLER occupied the Property? \_\_\_\_\_

### ITEMS

#### SELLER MAY PROVIDE ADDITIONAL COMMENTS IN PARAGRAPH 18

<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>
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### ALL PROPERTIES

#### 1. APPLIANCES AND EQUIPMENT

(a) All appliances and equipment in working condition? If no, identify items not working:

\_\_\_\_\_

(b) Any appliances or equipment leased? If yes, Company Name:

\_\_\_\_\_

(c) Security system?

If yes, is system currently operational?

#### 2. ELECTRICAL SYSTEMS AND EQUIPMENT:

(a) Damaged or malfunctioning switches, receptacles or wiring? If yes, describe nature and location:

\_\_\_\_\_

**ITEMS**

**YES NO DON'T KNOW**

**3. PLUMBING:**

(a) Drinking water source:  Public  Private  Well

(b) Problems with quality, supply or flow of potable water? If yes, describe and specify:

\_\_\_\_\_

(c) Water softener, filter or purifier  Leased  Owned. If leased, Company Name:

\_\_\_\_\_

Service Contract  Yes  No

(d) Sewage system:  Public  Private  Septic

(e) Leaks, backups, or similar problems relating to plumbing, water and/or sewage-related items? If yes, describe nature and location: \_\_\_\_\_

\_\_\_\_\_

(f) Polybutylene plumbing, other than primary service line, on the Property?

**4. HEATING AND AIR CONDITIONING SYSTEMS AND EQUIPMENT:**

(a) Heating system(s)  electric  gas  solar Age: \_\_\_\_\_ years

(b) Water heated by  electric  gas  solar  heat recovery Age: \_\_\_\_\_ years

(c) Air conditioning system(s)  central  window/wall unit Age: \_\_\_\_\_ years

(d) All enclosed living areas connected to heating/air conditioning system?

If no, describe location: \_\_\_\_\_

**5. ROOF:**

(a) Approximate age: \_\_\_\_\_ years.

(b) Current roof leaks or problems with the roof, gutters or downspouts?

If yes, describe nature and location: \_\_\_\_\_

\_\_\_\_\_

**6. STRUCTURAL, FOUNDATION, ADDITIONS AND ALTERATIONS; PERMITS:**

(a) Movement, shifting, cracking, deterioration, or other structural problems with any dwelling or garage?

(b) Structural problems with driveways, walkways, patios, retaining walls, seawalls and docks?

(c) Material additions, structural changes, or any other major alterations to original improvements?

If yes, were permits and/or approvals obtained?

If yes, were permits closed out and finalized?

(d) Any work not done in compliance with prevailing building codes or zoning regulations?

If the answer to any of the above is Yes, describe and specify: \_\_\_\_\_

\_\_\_\_\_

<u>ITEMS</u>	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>
<b>7. DRAINAGE, FLOODING AND MOISTURE:</b>			
(a) Water leakage, accumulation, dampness or damage within improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Drainage problems or flooding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Problems with siding or exterior cladding retaining moisture, swelling, chipping or delaminating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is Yes, describe and specify: _____ _____			
<b>8. RADON; MOLD; DRYWALL</b>			
(a) Any elevated levels of radon in the residence on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Any elevated levels of mold in the residence on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Any defective drywall on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Any reports, notices, or documentation of the existence of possible defective drywall on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is Yes, describe and specify: _____ _____			
<b>9. TERMITES, WOOD ROT, PESTS, WOOD-DESTROYING ORGANISMS:</b>			
(a) Any infestation or damage? If yes, describe type and location: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Property currently under service contract, warranty or other coverage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Company: _____			
Type of coverage <input type="checkbox"/> re-treatment and repair or <input type="checkbox"/> re-treatment only or <input type="checkbox"/> preventative maintenance contract			
Is service contract, warranty or other coverage transferable?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. INSURANCE:</b>			
(a) Any insurance claims made upon the Property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) If Yes, the claim was for: <input type="checkbox"/> water damage/flood <input type="checkbox"/> fire <input type="checkbox"/> wind <input type="checkbox"/> theft <input type="checkbox"/> injury <input type="checkbox"/> sinkhole damage <input type="checkbox"/> Other			
(c) Explain any insurance claim(s) shown in (b) above: _____ _____			
(d) If any insurance claim was made for sinkhole damage, was the claim paid? <i>Note: Florida law requires a seller disclosure to prospective buyers if the seller has ever made an insurance claim related to sinkhole damage, the seller must disclose whether the claim was paid and whether or not the full amount paid was used to repair the sinkhole damage.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) If any sinkhole claim was paid, were all the proceeds used to repair the damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is Yes, describe and specify: _____ _____			

**ITEMS**

**YES NO DON'T KNOW**

**11. PRIVATE SWIMMING POOL AND SPA:**

- (a) Spa? If Yes, source of heat:  electrical  solar  gas  other: If other, type: \_\_\_\_\_
- (b) Swimming pool heated? If Yes, source of heat:  electrical  solar  gas  other: If other, type: \_\_\_\_\_
- (c) Current leaks/unusual loss of water? If yes, describe nature and location: \_\_\_\_\_
- (d) Problems with pool or spa filtration systems? If yes, describe: \_\_\_\_\_
- (e) Any non-functioning or malfunctioning pool or spa equipment?  
If yes, describe: \_\_\_\_\_
- (f) Pool or spa issued a certification of substantial completion after October 1, 2000?  
If yes, check those that apply:  enclosure that meets pool barrier requirements  
 required door locks  required door and window exit alarms  
 approved pool safety cover
- (g) Pool/spa professionally serviced? Company Name: \_\_\_\_\_

**MULTI-FAMILY (CONDOMINIUM/COOPERATIVE) PROPERTIES**

**12. FIRE SPRINKLER/LIFE SAFETY SYSTEM/RETROFIT:**

- (a) If the property is located in a condominium or cooperative building, are you aware of any requirement for the building to be retrofit with fire sprinkler or other safety systems in the future?
- (b) If the above answer is "Yes," has the association voted to waive retrofitting the building (or just the individual units if the building is over 75 feet in height) with such systems?  
Note: If "Yes," copies of the Notice of Association Waiver must be provided to buyers.

**SINGLE FAMILY PROPERTIES**

**13. SOIL, TOPOGRAPHY, LANDSCAPE AND BOUNDARIES:**

- (a) Any portion of the Property filled or used as a landfill?
- (b) Any sliding, earth movement, sinkholes, upheaval, or earth stability expansion soil problems?
- (c) Any drainage, water infiltration, flooding or grading problems on the Property?
- (d) Do you know in which FEMA-designated flood zone the Property is located?
- (e) Presence on the Property of any Prohibited Exotic Plant Species?
- (f) Any encroachments of neighboring property improvements, unrecorded easements, or boundary line disputes?

If the answer to any of the above is Yes, describe and specify: \_\_\_\_\_

**14. IRRIGATION SYSTEMS AND EQUIPMENT:**

- (a) Irrigation system:  Public  Private Source: \_\_\_\_\_
- (b) Any non-functioning or malfunctioning equipment?  
If yes, describe: \_\_\_\_\_







# HOMEOWNERS' ASSOCIATION DISCLOSURE SUMMARY



*Note: This Disclosure Summary must by Florida law be part of the Sales Contract when the Property is governed by a mandatory homeowners' association. A separate disclosure summary is required with respect to each mandatory homeowners' association wherein the Property is located. If the Property is a condominium or cooperative unit and is located within one or more mandatory homeowners' associations, the disclosure summary is NOT required for the condominium or cooperative association, but IS required for each mandatory homeowners' association.*

For: \_\_\_\_\_  
(Name of Community-- Homeowners' Association)

1. As a purchaser of property in this community, you will be obligated to be a member of a homeowners' association.
2. There have been or will be recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay assessments to the association. Assessments may be subject to periodic change. If applicable, the current amount is \$ \_\_\_\_\_ per \_\_\_\_\_. You will also be obligated to pay any special assessments imposed by the association. Such special assessments may be subject to change. If applicable, the current amount is \$ \_\_\_\_\_ per \_\_\_\_\_.
4. You may be obligated to pay special assessments to the respective municipality, county or special district. All assessments are subject to periodic change.
5. Your failure to pay special assessments or assessments levied by a mandatory homeowners' association could result in a lien on your property.
6. There may be an obligation to pay rent or land use fees for recreational or other commonly used facilities as an obligation of membership in the homeowners' association. If applicable, the current amount is \$ \_\_\_\_\_ per \_\_\_\_\_.
7. The developer may have the right to amend the restrictive covenants without the approval of the association membership or the approval of the parcel owners.
8. The statements contained in this disclosure form are only summary in nature, and, as a prospective purchaser, you should refer to the covenants and the association governing documents before purchasing property.
9. These documents are either matters of public record and can be obtained from the record office in the county where the property is located, or are not recorded and can be obtained from the developer.
10. Note: SELLER(s) sign below to confirm the accuracy and completeness of the above information and to assume responsibility therefor. BUYER(s) sign and date below to confirm receipt of this Disclosure Summary.

(Seller's Signature)	(Date)	(Buyer's Signature)	(Date)
(Seller's Signature)	(Date)	(Buyer's Signature)	(Date)