

# LISTING CONFIRMATION & SALE INSTRUCTIONS

You have been selected as the listing agent for a property that will be sold through a relocation home sale program. To successfully list and sell a home using a relocation-industry home sale program it is imperative to carefully follow the steps outlined. Not following process can result in a transferee losing benefits, additional cost to our corporate client, or a lost buyer. We appreciate your partnership, and please do not hesitate to reach out to Relocation Today with questions.

<p><b>LISTING INSTRUCTIONS</b></p>	<ul style="list-style-type: none"> <li>▪ Relocation Today’s <b>Addendum to the Listing Agreement</b> MUST be made part of the Listing Agreement.</li> <li>▪ Please forward a copy of the signed <b>Listing Agreement</b> and <b>Addendum to the Listing Agreement</b> within one (1) business day of signing to your Relocation Today contact.</li> <li>▪ A maximum of 6% commission with the list side commission not to exceed 3.5%. The commission split must follow local norms, so if local norm is a 3% list side commission, for example, then follow that norm. Note the agent split in the referral agreement as applicable or provide the split information to your Account Manager Listing term should be 120 days maximum.</li> <li>▪ Broker understands and agrees that neither Relocation Today nor the transferee will pay any add-on administrative brokerage fees not included in the commission.</li> <li>▪ All local forms should be filled out as part of your standard listing agreement.</li> <li>▪ <b>In addition to local forms, the Relocation Today Transferee Property Disclosure, Addendum to the Purchase Agreement, Guidelines for Purchasing a Corporate Home</b>, and any inspection reports must be displayed in the home or available through the MLS listing.</li> <li>▪ A link to the Relocation Today <i>Marketing Update</i> will be sent to you for completion after the first two weeks and monthly thereafter. Relocation Today is required to provide updates to our corporate client and transferees, and we rely on the information you provide regarding showing feedback, marketing efforts, and comps.</li> </ul>
<p><b>INVENTORY PROPERTIES</b></p>	<ul style="list-style-type: none"> <li>▪ If the home is taken into inventory, all utilities are to be placed in agent or broker name.</li> <li>▪ Agent should arrange for lawn care, snow removal and general home maintenance.</li> <li>▪ For reimbursement, you will need to fill out the <i>Broker Monthly Billing Statement</i> and include all receipts.</li> <li>▪ You may submit the billing statement periodically or submit them at closing. If actual invoices are not available, estimated invoicing should be provided. Once the property has closed, no reimbursements will be made.</li> </ul>

<p><b>SALE INSTRUCTIONS</b></p>	<ul style="list-style-type: none"> <li>▪ Relocation Today, Inc. <b>must</b> be listed as the seller on the purchase agreement. You cannot cross out the transferee’s name.</li> <li>▪ The sellers must negotiate and agree to all the terms and conditions on the purchase agreement, but <b>DO NOT SIGN IT</b>. Counteroffers should be made verbally; a counteroffer cannot be signed by the transferee or Relocation Today. The final terms should be reflected in the agreement sent to Relocation Today for signature.</li> <li>▪ The Purchase Agreement <u>must contain the following language in the body of the contract:</u>   <p><i>“The Relocation Today, Inc. Addendum to the Purchase Agreement is part of this purchase agreement.” AND “This contract becomes null and void if the Seller, Relocation Today, is not able to successfully purchase this home from the homeowner of record.”</i></p> </li> </ul>
<p><b>DOCUMENTS THAT MUST BE PROVIDED WITH ANY OFFER</b></p>	<p>The following items must be included when the purchase agreement is submitted to Relocation Today:</p> <ul style="list-style-type: none"> <li>▪ A <b>PRE-APPROVAL LETTER</b> from the buyer’s lender that indicates that the buyer has been credit and income verified and whether approval is contingent on the sale of their current home.</li> <li>▪ A copy of the <b>EARNEST MONEY CHECK</b>. If Trust Funds/wire is used for earnest money, confirmation of wire/payment must be provided within one day of purchase agreement ratification.</li> <li>▪ The Buyer-signed RTI <b>ADDENDUM TO PURCHASE AGREEMENT</b>. We will look for <b>you, the agent</b>, to update this Addendum with the <b>address of the property and buyer names</b>; then, in the ‘grid’ section, <b>inspection dates and number of pages</b> must be filled out by you prior to submitting to buyer/buyer’s agent for signature/buyer initials. <b>Please note, buyers must initial each line on the grid correlating to documents received.</b></li> <li>▪ Any <b>OTHER REQUIRED ADDENDA</b> and disclosures.</li> <li>▪ The <b>RELOCATION TODAY TRANSFEREE PROPERTY DISCLOSURE</b> initialed on each page by buyer and signed by buyer on the last page. Note – there is no spot for ‘Buyer Signature’; they should just sign and date the last page.</li> <li>▪ The <b>LOCAL/STATE TRANSFEREE PROPERTY DISCLOSURES</b> initialed and signed as the form dictates (this is <b>in addition to</b> the <i>Relocation Today Transferee Property Disclosure</i> form).</li> <li>▪ As the Seller of the property per the contract, Relocation Today will <b>also</b> complete the <b>LOCAL/STATE PROPERTY DISCLOSURES</b>. Please provide Relocation Today with a blank disclosure. This document will be stamped by Relocation Today as a corporate seller never having lived in the property, but it still must be provided to the buyer for initials and signature.</li> </ul> <p style="text-align: center;"><b>Relocation Today cannot sign the purchase agreement unless all the above items are submitted, and we have verified with the transferee that terms match what was verbally agreed upon. Please allow up to 3 business days for Relocation Today to review purchase agreement and all documents.</b></p>

<p><b>A NEW LISTING AGREEMENT</b></p>	<p>A <b><u>NEW LISTING AGREEMENT</u></b> between your company and Relocation Today will be needed at the time of the offer.</p> <ul style="list-style-type: none"> <li>▪ Because Relocation Today is the Seller of record on the purchase agreement and will be paying commission at closing, we need the listing paperwork to match.</li> <li>▪ Listing start date should be the same as the purchase agreement date. End date should be two weeks after projected closing date.</li> <li>▪ The listing between you and the transferee will need to be cancelled. We will send you the <b><u>LISTING CANCELLATION</u></b> form to date, sign and return to Relocation Today.</li> </ul>
<p><b>UNDER CONTRACT / PENDING SALE</b></p>	<ul style="list-style-type: none"> <li>▪ All contract dates and timelines must be adhered to. The Relocation Today Addendum to Purchase Agreement lists 10 days as inspection deadline, and this will override contract timing if different.</li> <li>▪ Please keep in mind that although Relocation Today account managers are experienced professionals, your contract requirements and local customs are most likely different than they may be in other states. We rely on you to guide us as you would any seller. Update Relocation Today at key points in the process including inspections, appraisal, financing approval and other pertinent events.</li> <li>▪ <b>If there are any issues with the sale, notify Relocation Today immediately.</b></li> </ul>
<p><b>CLOSING</b></p>	<p>Our closing agent will be a Fidelity Title representative and must be utilized. A preliminary title search will have been completed on the property at the time of the listing. Additionally, our closing representatives are familiar with the process involved in a relocation home sale program. Seller paperwork is pre-signed by the Transferee as well.</p> <ul style="list-style-type: none"> <li>▪ See the closing instructions/closing agent information provided separately.</li> </ul>