

FAIRWAY**Real Estate Services**

Limited Service Checklist of Responsibilities

Responsibilities and tasks in selling a home.	FairWay	Home Seller
Market the property according to the Service Provision.	X	
Submit the Profile Section to the Realtor Multiple Listing Service.	X	
Answer all phone calls from potential Buyers, and Realtors.		X
Schedule all showing appointments with Buyers and Realtors.		X
Escort the buyers through the home if not with a Realtor.		X
Report changes in price and terms to FairWay Real Estate.		X
Accept delivery of offers and counteroffers from Buyers or Buyer's Agent.		X
Negotiate a written offer with a Buyer or Buyer's Agent, or hire a Real Estate Attorney to represent you and negotiate the offer until all parties are in agreement and have signed the paperwork.		X
Have Offer To Purchased reviewed by an Attorney.		X
Report changes in status from active to pending to FairWay .		X
Assist the Buyer or Buyer's Agent in whatever steps are necessary to complete the transaction.		X
Deposit Buyer's earnest money deposit with a Title Company.		X
Be available for home inspection and bank appraisal.		X
Get updates from the Mortgage Company.		X
Help co-ordinate the closing with the Title Company.		X
Prepare a detailed Closing Statement	X	
Have Closing Documents reviewed by an Attorney		X
Attend the closing.		X

FairWay Real Estate Services

Seller

Date