



Limited Service Checklist of Responsibilities

	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 the offer, counter offer, and any related forms directly with a Buyer or Buyer's Agent until an acceptable offer is executed by all parties		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