

BROKER LISTING INSTRUCTIONS

The following instructions are for your convenience and meant to provide you with guidance for a successful sale and closing. Should you have any questions, please contact your NuCompass Mobility Consultant.

Marketing Phase - NuCompass Mobility monitors the transferee's listing and marketing of their home, we receive marketing status updates from you and assist the transferee with marketing decisions.

- When you are chosen as the listing agent, you will sign a listing exclusion agreement which is made part of the listing agreement. When you secure a bona fide purchase agreement and the transferee sells their home to NuCompass Mobility there will be no commission paid on the transaction, however, at that time you will enter into a listing agreement with NuCompass and you will be compensated according to that listing agreement.
- If the property is part of a Homeowner's Association, the documents should be ordered immediately and released to perspective buyers as part of the disclosure package. You will be reimbursed for any costs incurred to obtain the documents.
- During the marketing phase you are expected to advise the consultant and the transferee of any changes in market conditions, buyer feedback and any other information that is critical to the marketing of the property.
- Property Status Reports must be submitted on a bi weekly basis and should contain current showing activity, relevant comparable sale and competitive listing information and suggestions on the actions necessary to solidify a sale. Reports may be shared with our client and transferee; so information must be comprehensive, accurate and professionally completed.
- When an offer to purchase is made, you and the transferee must notify the Consultant immediately. Please note NuCompass Mobility Services Inc. MUST show as seller on all purchase agreement documents; the transferee may NOT sign ANY agreement or document pertaining to the sale of the property.
- A transferee's relocation benefits could be compromised if they sign any documents relative to the sale of their property or accept an earnest money deposit.

Sales Phase - NuCompass Mobility, as the seller of the property, confirms the buyer's purchase agreement is bona fide, executes the purchase agreement, takes over the sale, manages any further negotiations and closes the transaction. A sale is bona fide if we have determined it has a high likelihood of closing under the terms and conditions presented.

- Please refer to the NuCompass Mobility Contract Checklist for guidance in submitting a complete purchase agreement package.
- Upon notification of a purchase agreement, the Consultant will review the terms and conditions with the transferee and keep you informed as to the status for submittal and execution.
 - Acceptable offers must include:
 - **NuCompass Mobility Services Inc.** noted as the seller on ALL documents, except disclosures previously completed by the transferee. All remaining discussions regarding the closing of the sale will be directed to the NuCompass Consultant and NOT the transferee. The transferee is no longer responsible for the property and is relieved of
 - Financial information on the purchaser to determine their ability to obtain financing and/or complete other terms of the offer, including verification of funds must be submitted to the Consultant.
 - The closing date MUST not be more than 45 days from the date of the offer.
 - **We can not accept offers with:**
 - A contingency based on the sale of another property.
 - A request for occupancy prior to the complete closing of the sale.

- Upon confirmation of the purchase agreements' terms and conditions, the purchase agreement package including, an executed NuCompass Mobility Addendum, acknowledged copies of inspections and ALL homeowner and state disclosures should be submitted to the consultant for approval and execution.
- NuCompass Mobility will enter into a Contract of Sale with the transferee which must be executed before we can sign the Purchase Agreement with the outside buyer.
- The exclusion agreement is exercised and NuCompass Mobility as the seller of the property will enter into a new listing agreement with you. The provisions of the listing agreement will take precedence over the terms of the multiple listing service (MLS) listing agreement.
- The executed purchase agreement and all related documents will be returned to you and provided to our title company for the initiation of the closing period.

Closing Phase - Transferee vacates the property and NuCompass Mobility manages the closing with assistance from our national title partners. During this time you will be responsible for maintaining and securing the property until it closes.

- TInspect the property on the day the transferee is vacating or within one day of vacating. Notify the Consultant immediately regarding any negative property conditions, concerns or recommendations. Upon completion of the Vacancy Report (to be provided) please send a copy to the consultant and continue to inspect the property at a minimum of once a week until closing. Any damage or vandalism should be reported immediately.
- Arrange for final readings of all utilities effective as of the NuCompass possession date. The consultant will advise of the date. All utilities are to be transferred into your firm's name.
- Maintain the property until closing (i.e. lawn care, snow removal, pool care, winterization if needed and payment of all utility bills and services)
- Be aware you may be requested to coordinate needed or negotiated repairs.
- All utility bills and estimated final bills are to be submitted to the closing agent several days before closing on the monthly property invoice document,(to be provided) with supporting invoices and evidence of payment. You will be reimbursed at closing. Please note NuCompass will NOT reimburse any broker bills received after closing.

Thank you for your support in helping to provide a seamless transaction for our transferees. Please sign and return to your NuCompass Consultant as acceptance of the guidelines listed above.

Broker _____ Date _____

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