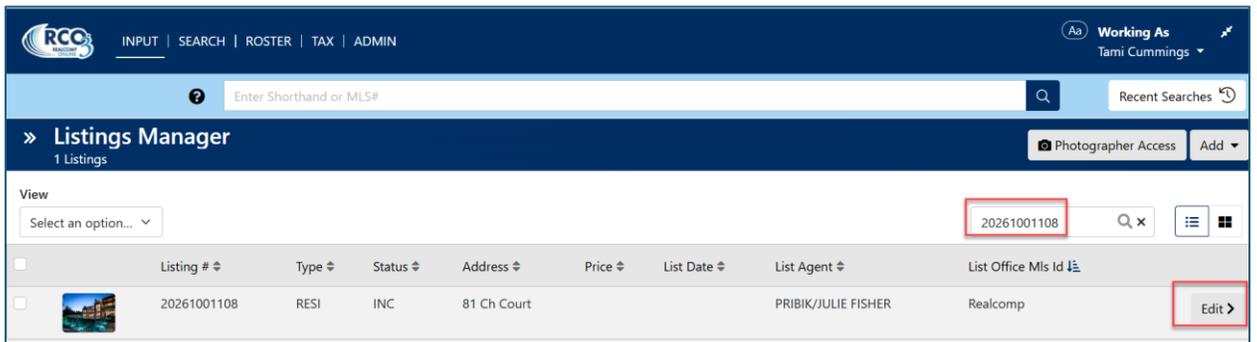


Using the Full Listing with Signatures Report

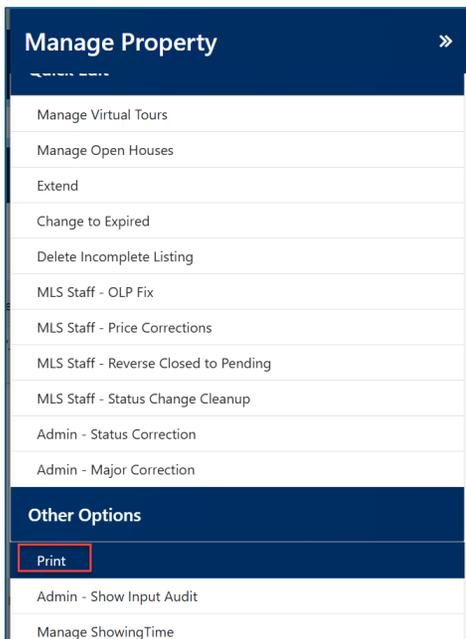
To avoid having to enter your listing's data into the profile form and then into Add Edit also, Realcomp has created a new report format, called Full Listing with Signatures. This allows you to enter the data once into Add Edit and then print this report that the seller can sign instead of the profile form.

1. Enter your listing into Add Edit and save it as Incomplete.
2. From the Add Edit main page look up the listing using the MLS number. Click the **Edit** button on the far right.



The screenshot shows the Realcomp Listings Manager interface. At the top, there is a navigation bar with 'INPUT | SEARCH | ROSTER | TAX | ADMIN' and a user profile for 'Working As Tami Cummings'. Below this is a search bar with the placeholder 'Enter Shorthand or MLS#' and a search icon. The main heading is 'Listings Manager' with a sub-heading '1 Listings'. There is a 'Photographer Access' button and an 'Add' dropdown menu. A 'View' dropdown menu is set to 'Select an option...'. A search bar contains the MLS number '20261001108'. Below this is a table with columns: Listing #, Type, Status, Address, Price, List Date, List Agent, and List Office Mls Id. The table contains one row with the following data: Listing # 20261001108, Type RESI, Status INC, Address 81 Ch Court, List Agent PRIBIK/JULIE FISHER, and List Office Mls Id Realcomp. An 'Edit >' button is highlighted in the bottom right corner of the table row.

3. From the menu that displays, scroll to the bottom of the list and select **Print**.



The screenshot shows the 'Manage Property' dropdown menu. The menu items are: Manage Virtual Tours, Manage Open Houses, Extend, Change to Expired, Delete Incomplete Listing, MLS Staff - OLP Fix, MLS Staff - Price Corrections, MLS Staff - Reverse Closed to Pending, MLS Staff - Status Change Cleanup, Admin - Status Correction, and Admin - Major Correction. Below these items is a section titled 'Other Options' which contains the 'Print' option, highlighted with a red box, and 'Admin - Show Input Audit' and 'Manage ShowingTime'.

4. Select the Agent Full with Signatures report. You have the option to save the PDF or print a hard copy. A PDF can be used in SkySlope/Digisign for electronic signatures or print the hard copy (paper) to have the sellers wet sign the form.

Print 1 Property [x]

SELECT YOUR PRINT FORMAT

- Agent Full
- Agent Full with Signatures on File
- Listing
- Photos
- History
- Open House
- Agent Single Line
- Multi-Map
- PDF Options do not apply to reports below -----
- Quick CMA
- 1004MC Report Summary
- 1004MC Report Detail

Options [v]

Close [PDF] [Print]

5. This report will show all fields, whether or not there is data in them, so your seller can review all fields before signing.

MoveInMichigan.com, Realtor.com, REALTORS Property Resource (RPR)
Virtual Tour

URL Branded 1: URL Type:
URL Branded 2: URL Type:
URL Branded 3: URL Type:
URL Unbranded 1: URL Type:
URL Unbranded 2: URL Type:
URL Unbranded 3: URL Type:

I/We acknowledge having carefully read this entire form and confirm the accuracy of all of the above information concerning my property. I/We agree to allow accuracy changes to items such as taxes, assessment, legal description, lot size, etc. The signing date does not have to be the same as the commencement date.

Signature of Owner (Seller) Signing Dates

Signature of Owner (Seller) Signing Dates

Signature of Owner (Seller) Signing Dates

Signature of Owner (Seller) Signing Dates

Signature of Witness (optional) Signing Dates

The information has been provided by the Seller and has not been verified by the Broker. Information is deemed reliable but not guaranteed.

If you have questions, please contact Realcomp Customer Care at (248) 553-3430.