

STANDARDS OF PRACTICE WITH SELLERS

IF YOU ARE LOOKING FOR A COMPANY WITH A SUCCESSFUL TRACK RECORD, IN PROFESSIONAL AND COURTEOUS SERVICE BACKED BY RESOURCES THAT EXTEND INTO OUTSIDE MARKETS, GIVE US THE OPPORTUNITY TO EFFECTIVELY MARKET YOUR PROPERTY. LEWIS REALTY CAN DO JUST THAT, WITH OVER 100 YEARS OF COMBINED EXPERIENCE THROUGHOUT OUR COMPANY, EACH PERSON ASSOCIATED WITH OUR FIRM IS DEDICATED TO MAKING YOUR GOALS, OUR GOALS.

LEWIS REALTY ASSOCIATES, INC STANDARDS OF PRACTICE & GUARANTEE REPRESENTING YOU, THE SELLER.

WE PROMISE TO:

1. Prepare an Accurate Comparative Market Analysis for your property using at least three comparable properties in order to assist in pricing your home for the market.
2. Prepare a report of competing listings on the market.
3. Furnish a Net to Seller Report based on above mentioned CMA to give an estimate of the proceeds you will realize at closing.
4. Furnish a list of reputable home service providers and offer recommendations on which services are needed to prepare your property for the market.
5. Assist in "Staging" Your Property (Makes Property More Appealing to Buyers)*
6. Furnish Full Color Digital Photographs of properties features.
7. Provide a Virtual Tour Of property to feature on company website, Multiple Listing Service and other applicable websites, if virtual tour is applicable to property.
8. Submit your property to computer database systems including Topsail Island MLS to allow other agents to bring offers on the property.
9. Provided a Full Color Two Sided Flyer with Multiple Pictures and Description of Property to be placed in home, in flyer boxes and given to potential buyers or their agents.
10. Direct Mail the surrounding 50 addresses to notify them of your property on market.*
11. Develop a custom marketing plan for your property to include print advertisements, agent notices and internet techniques.
12. Perform that marketing plan with monthly status reports of efforts and results and maintain records of such.
13. Practice Strict Fiduciary duties to our client, YOU and always uphold the attached REALTOR Code of Ethics.
14. Be readily available to perform or add any services applicable, at any time needed.

** if applicable*

**AT TIME OF OFFER,
WE PROMISE TO:**

1. TO PRESENT ALL OFFERS, NO MATTER OF AMOUNT, TO YOU PROMPTLY.
2. PROVIDE GUIDANCE ON THE STRENGTHS AND WEAKNESS OF THE OFFER.
3. TO PREPARE A CMA OF THE CURRENT MARKET CONDITIONS TO ASSIST IN HANDLING THE OFFER.
4. IF A COUNTER OFFER IS MADE, WE WILL ASSIST YOU IN YOUR DECISION AND HANDLE ALL APPROPRIATE PAPERWORK.

**AT TIME OFFER IS ACCEPTED,
WE PROMISE TO:**

1. TO PRODUCE A LIST OF QUALIFIED SERVICE PROVIDERS RELATED TO THE CLOSING OF THE PROPERTY, IE. ATTORNEYS, ACCOUNTANTS, ETC.
2. ASSIST THESE SERVICE PROVIDERS IN HANDLING THE TRANSACTION.
3. REPORT TO YOU DURING THE CLOSING PROCESS.
4. REVIEW ALL CLOSING DOCUMENTS AND ALONG WITH SERVICE PROVIDERS ASSIST YOU IN INTERPRETING THE INFORMATION.
5. BE PRESENT AT THE ACTUAL CLOSING TO ASSIST YOU.

Overall we promise to be your local connected advisor, experienced negotiator and flawless coordinator.

Please sign to acknowledge that your Lewis Realty Associates, Inc. agent has reviewed each of the numbered items with you.

Seller

Date

Seller

Date

Lewis Realty Associates, Inc. Representative

Date

Dear Seller,

Although highly unlikely, if at anytime you feel as though your Lewis Realty Associates, Inc. representative is not upholding the Standards of Practice for Sellers performance, please feel free to contact one of us below to correct the problem and replace your representative if needed.

We truly want your experience and our relationship to be successful and stress-free.

Sincerely,



Chris Rackley
Vice President/Broker
Mobile: (910) 538-2145

Elizabeth "Peggy" Lewis
President/Broker
Mobile: (910) 540-8006



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