

## START HERE

There are several steps that need to be taken to get your property into the SCWMLS.

1. Review WB-1 listing contract. See "WB-1T\_Res Listing Contract - 7 1 08 (WRA).pdf"
2. Fill out RECR, real estate condition report. See "RECR WRA-SCR\_Real Estate Condition Report (2 Pages) - 2008 (WRA).pdf."
3. Fill out property information form. See "SingleFamily.pdf."
4. Conduct visual inspection of property. (We'll need to schedule this.)
5. Install lock box if requested.
6. Execute WB-1.
7. We enter your property information into SCWMLS.

Please provide the following information for the listing contract. You can email this information to [updates@fairfeemadison.com](mailto:updates@fairfeemadison.com). We will enter it into the contract and print two copies for signing during the visual inspection.

1. Street Address
2. Municipality.
3. Type of municipality (city/town/village).
4. County.
5. List price.
6. Compensation to procuring agent (typically 3%, but could be anything reasonable including flat dollar amounts).
7. Your name as you wish it to appear on the contract.
8. Your mailing address.
9. Your phone number.
10. Your fax number(if you have one).
11. Your email address(if you have one).

Once you have everything complete you can schedule an appointment for the visual inspection. Call 608-238-3801 or 608-695-8272 or email [updates@fairfeemadison.com](mailto:updates@fairfeemadison.com).

### List of files:

1. Avoiding the Procuring Cause Trap.pdf – important, please read.
2. RECR WRA-SCR\_Real Estate Condition Report (2 Pages) - 2008 (WRA).pdf - you should fill this out completely and accurately and give it to prospective buyers. The law requires “the owner of the property shall furnish, not later than 10 days after acceptance of the contract of sale.” But do this *before the offer is presented* to avoid further negotiations and wasted time.
3. SingleFamily.pdf – the information on your property that will be entered into the SCWMLS database.
4. Single Family Profiles Instructions.pdf – instructions to aid in completing the SingleFamily.pdf file.
5. square footage guide.pdf – from the SCWMLS lets you know how to accurately find your square footage.

6. Start Here.pdf – this file.
7. WB-1T\_Res Listing Contract - 7 1 08 (WRA).pdf – sample listing contract.  
State law requires we execute a listing contract before listing you in the MLS.  
This is essentially an employment agreement. You are hiring Fair Fee Madison to do some work for you.
8. Addendum S Lead Based Paint Disclosures and Acknowledgements.pdf –lead based paint disclosure. Fill out and give to buyers before acceptance of any offer.
9. leadpdf.pdf – if your property was built before 1978 give this pamphlet to your buyer along with Addendum S.