

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

1. Review WB-3 listing contract. See "WB-3T Vacant Land Listing Contract - 1 09 (WRA).pdf"
2. Fill out RECR, real estate condition report. See "Seller Disclosure Report - Vacant Land - 2008 (Vacant Land RECR).pdf."
3. Fill out property information form. See "LotsAcreage.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 [webmaster@fsbomadison.com](mailto:webmaster@fsbomadison.com). We will enter it into the contract and print two copies for signing during the visual inspection.

1. Street Address.
2. Section.
3. Type of municipality (city/town/village).
4. Municipality.
5. County.
6. List price.
7. Governmental conservation, farmland, environmental, land use or use restricting programs.
8. Special assessments.
9. Special zoning, land use or development restrictions.
10. Compensation to procuring agent (typically 3%, but could be anything reasonable including flat dollar amounts).
11. Availability of electricity, gas, municipal sewer, municipal water, telephone, etc. (lot line, on property, across street, unknown, etc.).
12. Zoning.
13. Your name as you wish it to appear on the contract.
14. Your mailing address.
15. Your phone number.
16. Your fax number.
17. Your email address.

Once you have everything complete you can schedule an appointment for the visual inspection. Call 608-238-3801 or 608-772-3535 or email [webmaster@fsbomadison.com](mailto:webmaster@fsbomadison.com).

List of files:

1. Avoiding the Procuring Cause Trap.pdf – important, please read.
2. Seller Disclosure Report - Vacant Land - 2008 (Vacant Land RECR).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. LotsAcreage.pdf – the information on your property that will be entered into the SCWMLS database.
4. Lots Acreage Instructions.pdf – instructions to aid in completing the LotsAcreage.pdf file.
5. Start Here.pdf – this file.
6. WB-3T Vacant Land Listing Contract - 1 09 (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.