Listing Instructions in Broker Bay

Clear listing instructions are key to a smooth and fair offer process. This section walks you through what to include in the BrokerBay instructions to ensure all cooperating agents understand showing procedures, offer timelines, presentation details, and communication expectations. Proper setup not only keeps things organized — it also helps protect your seller, maintains transparency, and ensures every buyer agent has a fair shot. A well-prepared listing sets the tone for a professional transaction from start to finish.

Ask the office to attach this to the listing instruction when an offer is submitted using Broker Bay

Offer Registration Outline for 102 Anystreet Crescent

1. Please register all signed offers at 905-895-1822 by 8:00pm on Friday, Sept 11, 2020
    - Leave your email and cell phone number please.

2. I will email/page you at 7:30pm with a total number of registered offers.
3. Please instruct your clients to bring their BEST offer, I cannot guarantee that there will be any additional chances to improve.
4. Presentations will be by the listing agent.
5. Please attach Form 801 to all offers.
6. Should I have any of my own offers I will disclose this fact but I have not, and will not, be reducing my commission should this be the case. I will also disclose any reduction of commission by another REALTOR should this happen.
7. Deposit cheque must be certified or bank draft given within 24 hours. Please send copy of deposit if you want to be more competitive.
8. Any survey clause will be crossed out and we will provide what we have (copy only)

***Please note, nothing said verbally or put in a text message or email is considered valid in the negotiation. Please reduce all negotiations to writing (on the offer).**

My cell phone number is 555-960-7355

Agent Name, Broker

Agent.Name@century21.ca

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