

**What you must email to WebMLS, Inc. to be paid a commission/list fee.**

WEBMLS must have a complete and updated file (including name & phone #'s of all parties) for each property. This includes all personal sales. Commission will not be paid until we have [one complete, accurate & legible listing, pending and closed PDF file](#). Agent must email file within 72 hours of completing the listing, pending or closing stating in the subject line your name, property address and status i.e. Listing, Sale Pending or Closed. Pages must be in the order listed below and facing same direction. **Whatever goes into your file must be emailed to WEBMLS for the company file. An additional \$100 admin fee will be charged to the agent each time the agent sends an incomplete file that must be returned for completion.** Agent will keep hard copy files for 4 years. Files larger than 9 Megs can not be emailed. You can use a free service [www.yousendit.com](http://www.yousendit.com) for 9 – 100 Meg files.

**\*\*\*\*\*For new listings \*\*\*\*\*** you must email all of the following in **ONE** complete PDF file:

- 1) WebMLS Listing Report (I need the owners names & phone #'s incase a problem would dictate I call them)
- 2) A legible copy of listing fee check, copy of back of check you endorsed (**Pay To The Order Of WebMLS, For Deposit Only, 5/3<sup>rd</sup> act # 0073196219**), Legible copy of deposit slip you completed. Bank time/date stamp receipt on the deposit slip and/or a separate bank receipt which you include in file\***One Deposit Slip For Each Listing\***
- 3) Listing contract +++ WebMLS Listing Addendum
- 4) Print out of County Court House Property Record Website showing current owner of record.
- 5) Consumer Guide to Agency Relationships or signed receipt.
- 6) Ohio Property disclosure - current version
- 7) Lead base paint disclosure if 1978 or older, (**you must also sign and initial this form**).
- 8) Complete MLS agent printout of the new listing showing the co-op % or \$ and age of the property.
- 9) Copy of signed 2-10 Home Warranty (Residential Only) & any additional forms/documents etc.
- 10) Time date stamp of the fax showing you faxed the contract and list addendum to MLS (if required).

**\*\*\*\*\* For a sale pending file\*\*\*** you must email the following in one complete PDF File:

- 1) WebMLS Sale Pending & Closing (SP&C) report with lender & title company names & phone numbers.
- 2) Copy of deposit check (agent should change offer in the counter stage to have the co-op company hold deposit)
- 3) Agency disclosure (& written authorization from list broker if it is a Limited Service Co-op listing)
- 4) Consumer Guide to Agency Relationships or signed receipt by all parties unless represented by co-op agent.
- 5) Signed property disclosure & copy of the MLS sheet for the property & Court House Property Record
- 6) Signed Lead base disclosure if 1978 or older (**you must sign and initial this form**)
- 7) Contract to purchase (all pages) & Buyer Agency contract if an unlisted property.
- 8) All Addendums, correspondence and additional forms used including the full MLS agent print out.

**\*\*\*\*\* For a closed file\*\*\*\*\*** email the following in one complete PDF file:

- 1) Final & fully completed Sale & Closing Report (updating commission #'s and final closing date)
- 2) A legible copy of commission check, copy of back of check you endorsed (**Pay To The Order of WebMLS, For Deposit Only, 5/3<sup>rd</sup> act # 0073196219**), legible copy of deposit slip you completed. Bank time/date stamp receipt on the deposit slip and/or a separate bank receipt which you include in file. **\*One Deposit Slip For Each\***
- 3) The Pending list above & the New Listing list above if you have not already done so.
- 4) Signed HUD Closing statement.
- 5) If there was a home warranty, Copy of warranty check with new activated policy number for the buyer (**the number you get when you call in the closing info to the warranty company the day of closing and must be written on check and warranty you over night mail to the warranty company**)
- 6) Copy of the over night tracking receipt showing when you over night mailed the Home Warranty & check.
- 7) All new addendums and correspondence since it became a sale pending the closing.
- 8) When in doubt, send everything.
- 9) You must deposit commission check and email complete file within 72 hours of closing and/or receiving commission check. There will be a \$100 admin charge for each late week.

\*If agent has a earnest money check made out to WebMLS, agent must write the property address on check, attach agent card and overnight the check by US Mail to WebMLS, P.O. Box 757, West Chester OH 45071.

By: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent

Date

Larry A. Whited, President, WEBMLS, Inc.

ALL ITEMS ARE ACCEPTED SUBJECT TO OUR RULES AND REGULATIONS APPLICABLE TO THIS ACCOUNT. TODOS LOS ARTICULOS SE ACEPTAN CONFORME A NUESTRAS REGLAS Y REGULACIONES APLICABLES A ESTA CUENTA.



**Fifth Third Bank**

**DEPOSIT/  
DEPÓSITO**

DATE 6/12/07

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
DEPÓSITOS PODRÍAN NO ESTAR DISPONIBLES PARA RETIRO INMEDIATO

WEBMLS

CUSTOMER NAME / NOMBRE DEL CLIENTE

x 1254 WEST STREET

SIGN HERE IF CASH RECEIVED / FIRME AQUÍ SI VA A RECIBIR EFECTIVO

ACCOUNT NUMBER  
NÚMERO DE CUENTA

FTCI

CR \* 0073196219

\$

Checking  
 Savings

ACCOUNT #

CHECKING

⑆555560008⑆

WEBMLS

CASH EFECTIVO  
CHECK CHEQUES

CHECK TOTAL FROM OTHER SIDE  
REVISE TOTAL DEL OTRO LADO

SUB TOTAL  
SUBTOTAL

LESS CASH RECEIVED  
MENOS EFECTIVO RECIBIDO

6425.00 ← CHECK AMOUNT

6425.00 ← TOTAL

01001 1/06

WRITE PROPERTY ADDRESS HERE

This is an example for you to complete the Bank Deposit Slip that you will get at your local 5/3<sup>rd</sup> bank branch.

- 1) Never deposit Earnest Money (EM) into this account.
- 2) Always have the co-op broker hold the EM in their account which must also be stated on the contract.
- 3) If the contract states WebMLS is to hold the EM you must over night mail the EM to our WebMLS PO Box;  
WebMLS  
P.O. Box 757  
West Chester OH 45071