

# Co-operating Agency Questions & Answers

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*Below is a list of the most common questions that agents call our office and ask.  
Please read below before calling with questions.*

## **About Us**

Q. Who are we?

A. We are primarily a limited-service agency licensed in Colorado, Connecticut, Florida, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Virginia, and Texas. We obtain Exclusive Agency Listing/Marketing Agreements with Sellers, which include Homeowner Occupants, Investors, Builders, Flippers, Power of Attorneys and other real estate professionals. Sellers are responsible for setting up showings, giving access to the property, providing any additional details not stated in the listing, and negotiations, unless otherwise stated.

## **MLS Listing Data**

Q. Who provides the information in the MLS Data Sheet?

A. The information in the listing is provided by the Seller and Public Records. All data should be verified by the Co-operating Agency. We disclaim any and all representations or warranties as to the accuracy of this information.

## **Showings/Access to Property**

Q. Who is contacted to set up showings, give access to the property, or give out the lockbox code?

A. Sellers are responsible for setting up showings. Their contact information is listed in the "Showing Instructions/Non-Public Remarks". Seller will provide the lockbox code, if applicable. If a Seller does not respond to your inquiry within 24 hours, please email the Listing Agent.

## **Open Houses/Broker Tours**

Q. Will there be a representative from our agency there?

A. No. Sellers host their own Open Houses/Broker Tours. If you do not accompany your Buyers to the Open House, please make sure to contact the Seller beforehand and let them know the name of the Buyer you are representing. Some listings may require accompanied showings.

## **Offers to Purchase/Purchase and Sales Agreements**

Q. How do I submit offers on a property?

A. Refer to the "Offer Instructions" uploaded to the Documents section of the listing.

## **Deposit/Escrow**

Q. Who holds the deposit/escrow?

A. Refer to the "Offer Instructions" uploaded to the Documents section of the listing.

## **Inspections/Appraisal/Final Walk Through**

Q. Who gives access to the Home Inspector, Appraiser and Walk Throughs?

A. Sellers are responsible for giving access to the property.

## **Sold Information**

Q. Who notifies the Listing Agency after closing?

A. Sellers update the Listing Agent with sales information. Please contact the Listing Agent if the MLS is not updated within 24 hours after closing with the address, MLS #, Closing Date, Sales Price, Type of Financing, \$ Amount of Concessions to the Buyer at closing, Appraiser Name and Telephone #, Buyer's Name and Zip Code.

The Listing Agent will confirm with the Seller and update the MLS accordingly. As time is of the essence, a timely notification would be appreciated.