MARKETING PACKAGE COST SHEET Due Diligence Checklist

			Prepared by: Agent Broker	PhoneEmail		
			m is used by a seller broker as an addendum to a seller represe isclose the itemized costs anticipated to market the real estate			
D/A	TE:		, 20, at	. California.		
			r unchecked are not applicable.			
۱.	FACT	ΓS:				
	1.1		an addendum to a Seller Representation Agreement [See RPI	-		
	1.2 1.3		ne date, or dated, 20, at d into by			
	1.5	and		, as the Seller,		
	1.4	regard	ing real estate referred to as			
2.	BRO	KER'S	DISCLOSURE AND PERFORMANCE:			
	2.1		ems listed below with an estimated cost entry disclose the re t as necessary for Broker to best market the real estate to prosp			
		a.	Home inspection report			
		b.	Natural hazard disclosure report [See RPI Form 314]			
		C.	MLS and marketing session fees			
		d.	Sign expenditures for purchase, installation and removal			
		e.	Photos and video of the property			
		f.	Advertising online, in newspapers and magazines			
		g. h.	Information flyers, printing and distribution			
		i.	Travel expenses			
		i. j.	Transaction coordinator fee			
		k.	Smoke detectors and water heater anchor installation			
		l.	Homeowners' Association (HOA) documents charge			
		m.	Local ordinance compliance certificate			
		n.	Lead-based paint report [See RPI Form 313]			
		0.	HERS environmental audit			
		p.	Structural pest control report and $\hfill\Box$ clearance			
		q.	Mello-Roos assessment notice			
		r.	Well-water quality and quantity report			
		S.	Septic/sewer report			
		t.	Soil report			
		u.	Survey of property (civil engineer)			
		V.	Appraisal report			
		W.	Architectural (floor) plans			
		X.	Title report: □ property profile, □ preliminary report, □ abstract			
		y. z.	Credit report on prospective buyer			
			Other L ESTIMATED MARKETING COSTS			
2	DAVI			Ψ		
٠.	3.1	PAYMENT OF COSTS (use when Seller pays the costs): 3.1 □ Broker is authorized and instructed to incur on behalf of Seller the cost estimated above.				
	3.1		ker is authorized and instructed to incur on behall of Seller the ler agrees to pay, on presentation of a billing, those costs estim			
	0.2	_ Oei	ior agrees to pay, on presentation of a billing, those costs estim	ated above and mounted by bloker.		

the obligations incurred as agreed. 4.4 Within 10 days after each calendar month, or quarter, and upon termination of this agreement, deliver to Seller a statement of account for all funds withdrawn from the advance cost deposit hand under §4.1 above. 4.5 Each statement of account delivered by Broker shall include no less than the following information: a. The amount of the advance cost deposit received. b. The amount of funds disbursed from the advance cost deposit. c. An itemization and description of the obligation paid on each disbursement. d. The current remaining balance of the advance cost deposit. e. An attached copy of any advertisements paid from the advance cost deposit since the last reco accounting. 4.6 On termination of this agreement, Broker will return to Seller all remaining trust funds. 5. Jagree to the terms stated above.				
a. Seller closes a transaction which is the subject of the representation agreement; b. Seller terminates the representation agreement by cancellation or by conduct before it expires; c. Seller retains another Broker on the expiration of the representation agreement to pursue a twhich is the subject of the agreement. 1. TRUST ACCOUNT: (To be filled out when a deposit is entered at §4.1 below.) 4.1 Seller to hand Broker a deposit of \$ as an advance for the payment of costs incurred on behalf of Seller as estimated above. 4.2 Broker will place the deposit received under §4.1 into Broker's trust account maintained with at their branch. 4.3 Broker is authorized and instructed to disburse from the trust account those amounts required to pay: the obligations incurred as agreed. 4.4 Within 10 days after each calendar □ month, or □ quarter, and upon termination of this agreement, deliver to Seller a statement of account for all funds withdrawn from the advance cost deposit hand under §4.1 above. 4.5 Each statement of account delivered by Broker shall include no less than the following information: a. The amount of funds disbursed from the advance cost deposit. c. An itemization and description of the obligation paid on each disbursement. d. The current remaining balance of the advance cost deposit. e. An attached copy of any advertisements paid from the advance cost deposit since the last reco accounting. On termination of this agreement, Broker will return to Seller all remaining trust funds. 5. DRE#:	the first 21			
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