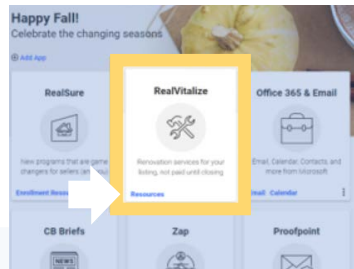


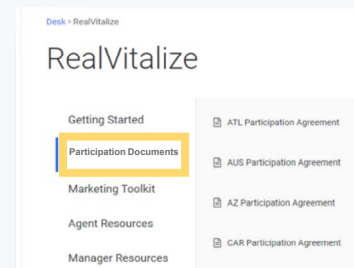
How to Enroll a Listing

QUICK START GUIDE



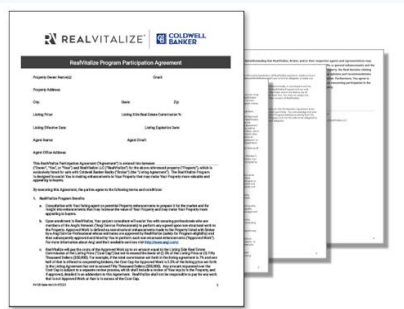
01 Go to My CB Desk.

Find the RealVitalize tile on Desk, then click on the center of the tile.



02 Click Participation Agreements in the left column to access the appropriate Participation Agreement.

Download it, fill in the form digitally or print it out, and have your seller sign.



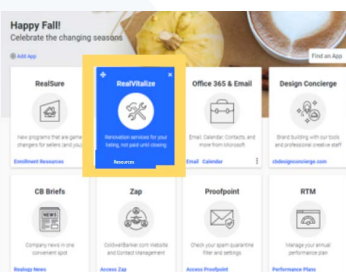
03 Complete the Participation Agreement, which includes your seller's signature.

The information on the Participation Agreement MUST match the latest information on your active Listing Agreement.

The listing does not have to be on the MLS upon enrollment, but your listing agreement must be active when enrolled in RealVitalize.

The Participation Agreement must include:

- One list price (not a range)
- List-side commission (not total)
- Listing expiration date
- Seller signature(s)
- NO edited text/initialed omissions



04 Access the RealVitalize Enrollment Portal by clicking the 'Enroll Here' link on the RealVitalize tile, or visiting realvitalize.realogyailab.com/newEnrollment

Complete the online application and upload the seller-signed Participation Agreement and active Listing Agreement.

How to Enroll a Listing

QUICK START GUIDE

Budget

The budget for your listing is equal to the list-side commission rate of the home's list price (based on the home value at the time of enrollment.) If your list-side commission exceeds the program maximum budget set by your brokerage, then your seller's budget will be capped at the approved max amount.

After enrollment, you can increase your list-side commission to receive additional budget for your home seller to cover project overages (where the cost for work exceeds the budget.) The maximum List-Side Real Estate Commission accepted for enrollment is 10%. Your client can also pay for the overages out of pocket, however any overages must be paid for at the start of the project.

You cannot increase the list price to secure additional budget for your home seller. Any increase to the list price will not impact the budget.

Example	
Listing Price	\$400,000
Total Commission Rate	7%
Listing Commission	3.5%
RealVitalize Budget	\$14,000

3.5% listing agent
3.5% buyer's agent

Contract Requirements

The listing agreement must be signed and effective as of the point of enrollment. The property does not have to be listed on the MLS at the time of enrollment.

There is no requirement on what your commission rate or listing duration period must be. Your seller's participation is subject to our program approval.

There is no credit check to apply, no minimum list price to enroll, and no minimum project cost.

Property Type Exclusions

Properties in foreclosure, short sale, or bank owned or home sellers in bankruptcy are **not** candidates for the RealVitalize program and their application will be denied (as is also noted in the RealVitalize Participation Agreement).

New construction homes can only use the program for staging purposes.

Need help? Connect with us at bit.ly/contact-RealVitalize