Purpose
To ensure every listing packet is prepared accurately, consistently, and efficiently for Jakea Cates. This SOP must be followed for *all* listing packet requests. **(Photo Screenshot at the end of this document)**

Prefill Information on Docusign Details Tab.

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1. Pre-Work Checklist (Before Forms)

1. Confirm property is officially moving forward as a listing.
2. Verify seller(s) legal names and ownership.
3. Confirm listing start date and desired expiration date (always 1 year unless otherwise instructed).
4. Pull property tax records from **Pascopa.com**.
5. Confirm if the property was built **before 1978** (for lead-based paint disclosure).
6. Confirm flood zone / flood disclosure requirement.

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2. Required Documents in Every Listing Packet

Each listing packet **must include** the following documents (as applicable):

1. Listing Agreement (Prefilled)
2. Property Tax Record (Pascopa.com)
3. Brokerage Relationship Disclosure, Single Agent with Consent to Transition
4. Wire Fraud Warning Form
5. Flood Disclosure
6. Lead-Based Paint Disclosure (if built before 1978)
7. MLS Options for Property Owners
8. Seller's Property Disclosure – Residential
9. Affiliated Business Disclosure

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3. Listing Agreement – Required Prefilled Fields

The Listing Agreement must be **prefilled** with the following information:

AGENT NAME AND PHONE NUMBER

Seller & Property Information

- **Owner Names:** From tax records
- **Property Address:** From tax records
- **Legal Description 008:** From tax records
- **Line 009:** From tax records

Dates

- **Effective Date 007:** Listing appointment date
- **Expiration Date 007:** Exactly **1 year** from effective date

Listing Agreement - (Pre-fill on Docusign to auto-fill on docs) *Green Boxes can be pre-filled on Docusign, Red Marks should be filled out*

Keller Williams Realty | Listing Agreement

001* **Brokerage:** Keller Williams Realty (KWR) (**"Broker"**)
002* 30522 US HWY 19N, Ste. 107
003 Palm Harbor, FL 34684

Agent of Record: Jakea Cates
Agent Business Phone: 813-802-9689

004 **Seller(s) Name:** SHALANN BOWE
005 **Property Address:** 3835 Rudder Way
006 New Port Richey FL 34652 (**"Property"**)
007 **Listing Period**: Effective Date: 02/11/2026 Expiration Date: 02/11/2027 ("Termination Date")
008 Sales Price: $__________ Upon Termination: _____ Day Protection Period (***If left blank, then 180 days***)
009 **Legal Description:** FLORAMAR SECTION 19-B PB 13 PGS 97-98 LOT 12 & THAT PORTION OF GOVERNMENT LOT 1
010 PER OR 4283 PG 851 ☐ See Attachment________

011 **1. EXCLUSIVE LISTING: Seller** hereby grants to **Broker** an EXCLUSIVE LISTING for the listing period to procure a
012 Prospect ready, willing, and able to enter into a Transaction with **Seller** for the Property in accordance with the terms and
013 conditions as set forth herein, or upon lesser price, terms and conditions acceptable to **Seller** ("Broker's Service"). The term
014 "Transaction" includes the sale, lease, option (at the time of exercise thereof), or exchange of the Property or any interest in
015 the Property. Upon full execution of a contract for the sale and purchase of the Property, all rights and obligations of this
016 Agreement will automatically extend through the date of the actual closing of the sales contract. Upon full execution of an
017 option for the Property, all rights and obligations of this Agreement will automatically extend through the date of the actual
018 exercise of the option and closing of the Transaction.

- **Check Box 35, 37, 41, 42, and 45:** Check everytime

Association members and MLS participants and subscribers unless **Seller** directs **Broker** otherwise in writing. The **Seller** and **Broker** agree to adhere to each local MLS's policies and further agree to execute any applicable forms as necessary.

4. BROKER AUTHORITY: Seller authorizes **Broker** to:

(a) Market the Property to the Public in the MLS as follows: (***Check only one of the following*** ***If 4.(a)(ii),(iii), or (iv) is selected then a fully executed MLS Options for Property Owners-Authorization form is required within five (5) business days of signed Listing Agreement).***

(i) ☐ Without Delay.

(ii) ☐ Office Exclusive.

(iii) ☒ Office Exclusive with Temporary Exclusion.

(iv) ☐ Delayed Distribution.

(b) ☒(***Check if applicable***) Use a lock box system to show and access the Property. A lock box does not ensure the Property's security. **Seller** is advised to secure or remove valuables. **Seller** agrees that the lock box is for **Seller's** benefit and releases **Broker,** persons working through **Broker,** and **Broker's** local Realtor Board / Association from all liability and responsibility in connection with any damage or loss that occurs.

(c) ☒ (***Check if applicable***) Place for sale, contract pending, sold or other appropriate transaction signs on the Property.

(d) ☒ (***Check if applicable***) Advertise on the internet through the KW Real Estate Office Website and various other websites including but not limited to Realtor.com, Zillow.com, Yahoo, etc.

(e) (***Check only one of the following***)

(i) ☒ **Seller** requires all offers from the buyer's broker be presented through the **Broker** without the buyer's broker present when the offer is presented.

(ii) ☐ **Seller** consents to buyer's broker being present with the Listing Agent, when buyer's offer is presented to the **Seller**.

Page 1 of 4, Seller(s) Initials _______ _______ (KWR) LA| 01/2026

- **Check Box 74, 78,85:** If applicable

Transaction of the Property and will execute and deliver all Transaction documents in a timely fashion.

7. HOMEOWNER'S ASSOCIATION DUES AND FEES: (***Check only one of the following***)

☐ **(a)** No Homeowners Association.

☒ **(b) Seller** warrants that all Homeowner's Association dues, fees, and assessments are paid in full and current as of the Listing Effective Date and agrees to notify **Broker** should they become delinquent at any time during the Listing Period.

☐ **(c) Seller** is in arrears with the Homeowner's Association by _______ months.

8. CONDOMINIUM ASSOCIATION DUES AND FEES: (***Check only one of the following***)

☒ **(a)** No Condominium Association.

☐ **(b) Seller** warrants that all Condominium Association dues, fees, and assessments are paid in full and current as of the listing date and agrees to notify **Broker** should they become delinquent at any time during the Listing Period.

☐ **(c) Seller** is in arrears with the Condominium Association by _______ months.

9. HOME WARRANTY PURCHASE: (***Check only one of the following***)

☐ **(a) Seller** agrees, or

☐ **(b) Seller** does not agree, or

☒ **(c) Seller** is undecided about the purchase of a Home Warranty.

10. HOLD HARMLESS: Seller agrees to hold **Broker** and its agents and employees harmless from any liability regarding suggestions received by the **Seller** or any future **Buyer** of any specific licensed people/companies, whether suggested by **KWR** or not, including but not limited to contractors, decorators, handymen, repair service, carpet company, cleaning service, home inspection company, home warranty company, pest control company, mortgage company, title service company, closing company, and any other trade or service companies

11. AFFILIATED SERVICES: Seller acknowledges that **Broker** and/or its associates may have a financial interest in the mortgages, homeowner's insurance, home warranty programs, closing services, and any other services related to a Transaction, and may receive a financial benefit as a result. You are not required to use the affiliated companies as a condition for settlement of a Transaction.

Page 2 of 4, Seller(s) Initials _______ _______ (KWR) LA | 01/2026

Compensation & Fees

- **Commission Line 098*:** As instructed via Listing Packet Form

Keller Williams Realty | Listing Agreement

12. COMPENSATION: **Seller** will compensate **Broker** as specified below, if a buyer is procured who is ready, willing, and able to purchase the Property or any interest in the Property pursuant to the terms of this Agreement or on any other Transaction terms acceptable to the **Seller**. **Seller** will pay **Broker** as follows:

(a) $________ or 4 % of the **total purchase** price plus $________, no later than the date of closing specified in the sales contract. However, closing is not a prerequisite for **Broker's** fee being earned.

(b) $ N/A or N/A % of the consideration paid for an option, at the time an option is created. If the option is exercised, **Seller** will pay **Broker** the Paragraph 12(a) fee, less the amount **Broker** received under this subparagraph.

(c) $ N/A or N/A % of gross lease value as a leasing fee, on the date **Seller** enters into a lease or agreement to lease, whichever is earlier. This fee is not due if the Property is or becomes the subject of a contract granting an exclusive right to lease the Property with another broker.

(d) Broker's fee is due in the following circumstances: **(1)** If any interest in the Property is transferred, whether by sale,

- **Line 98:** Commission amount
- **Line 111:** Half of Line 28

association or any of its members, **Seller** agrees that **Broker** shall be deemed to have procured the Transaction and **Seller** shall pay **Broker** the full compensation due under this Agreement at closing.

(g) Brokerage commissions are not set by law and are fully negotiable.

13. CLOSING COORDINATOR/ADDITIONAL CHARGES FOR SETTLEMENT SERVICES: Seller acknowledges **Broker** and/or its associates may charge an additional fee of $ 450.00 (***If left blank, then $0.00***) at the time of closing for closing services.

14. NOTICE TO SELLER REGARDING BUYER BROKERS: The buyer's broker, even if compensated by **Seller** or **Broker,** will provide services for the buyer. **Seller** is advised and is aware that **Seller** may, but is not required to, compensate a buyer's broker upon closing. **Seller** may choose to enter into a separate written agreement to pay buyer's broker, or may approve **Broker** to pay buyer's broker in accordance with paragraph 15. **Seller** also understands:

(a) "Buyer's broker" may include this **Broker** if **Broker** also works with the buyer on a Transaction;

(b) If **Broker** acts as buyer's broker during the duration of this Agreement, **Broker** will be entitled to the compensation in paragraph 12 for services performed for **Seller,** as well as the buyer's broker compensation in paragraph 15 for services performed for buyer; the **Seller** should therefore consider this when negotiating compensation; and

- Buyer Compensation **Line 132***: As instructed via Listing Packet Form

(a) "Buyer's broker" may include this **Broker** if **Broker** also works with the buyer on a Transaction; (b) If **Broker** acts as buyer's broker during the duration of this Agreement, **Broker** will be entitled to the compensation in paragraph 12 for services performed for **Seller,** as well as the buyer's broker compensation in paragraph 15 for services performed for buyer; the **Seller** should therefore consider this when negotiating compensation; and (c) **Broker** may receive separate compensation from the buyer for services rendered to the buyer by **Broker**.

15. COMPENSATION TO BUYER BROKERS: Brokerage commissions are not set by law and are fully negotiable. **Seller** approves the following (***check only one option; if no option is checked, then option (c) is deemed to be selected***): **(a)** ☒ **Seller** authorizes **Broker** to offer compensation to buyer's broker in the amount of $ __________ or 2 _____ % of the total purchase price. This amount will be paid from **Broker** to buyer's broker from the compensation amount agreed to in paragraph 12. This compensation will be set forth in a separate written agreement between **Broker** and buyer's broker. **(b)** ☐ **Seller** authorizes **Broker** to offer compensation to buyer's broker from **Seller** in the amount of $ __________ or _______% of the total purchase price. This compensation will be set forth in a separate written agreement between **Seller** and buyer's broker. **(c)** ☐ No compensation will be offered to buyer's broker.

16. AGENCY STATUS AND COMMISSION: Any agency status, such as single agent, transaction broker, or no brokerage relationship has no bearing on the Broker compensation set forth above.

Page 3 of 4, Seller(s) Initials _______ _______ (KWR) LA | 01/2026

- **Line 145* Withdrawal Fee: $500 (always)**

regarding all legal rights and obligations in recording conversations that occur in the Property during the Listing Period.

18. CONDITIONAL TERMINATION: At **Seller's** request, **Broker** may in its sole and absolute discretion agree to conditionally terminate this Agreement ("Conditional Termination Date"). If **Broker** agrees to conditional termination, **Seller** must sign a Modification to this Agreement, reimburse **Broker** for all direct expenses incurred in marketing the Property, and pay a cancellation fee of $500.00 ______. (***If left blank, then $250.00***). The Protection Period shall apply to a Conditional Termination. **Broker** may unilaterally cancel the Conditional Termination, and in such event, **Seller** shall pay the compensation stated in Paragraph 12, less the cancellation fee, if **Seller** enters into a Transaction during the time period from the Conditional Termination Date through the Termination Date and Protection Period. However, no compensation will be due **Broker** if the Property is relisted after the Termination Date and sold through another broker.

19. UNCONDITIONAL TERMINATION: At **Seller's** request, **Broker** may in its sole and absolute discretion agree to unconditionally terminate this Agreement ("Unconditional Termination Date"). If **Broker** agrees to unconditional termination, **Seller** must sign a Modification to this Agreement, reimburse **Broker** for all direct expenses incurred in marketing the Property, and pay a cancellation fee of $___________. (***If left blank, then $250.00***). The Protection Period shall apply to an Unconditional Termination. However, no compensation will be due **Broker** if the Property is relisted after the Unconditional Termination Date and sold through another broker.

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4. Property Tax Record

- Source exclusively **Pasco County Pascopa.com, or Pinellas County** www.pcpao.gov
- Save as PDF
- Use to verify:
  - Owner names

- Legal description
- Line 18
- Property address

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5. Brokerage Relationship Disclosure

- Relationship Type: **Single Agent with consent to transition to Transaction Broker**
- Must list:
  - **Jakea Cates**
  - **Keller Williams Realty**

Brokerage Relationship Disclosure, Single Agent w Consent to Transition

Brokerage Relationship Disclosure

FloridaRealtors®

SINGLE AGENT NOTICE

FLORIDA LAW REQUIRES THAT REAL ESTATE LICENSEES OPERATING AS SINGLE AGENTS DISCLOSE TO BUYERS AND SELLERS THEIR DUTIES. As a single agent, Jakea Cates, Keller Williams Realty

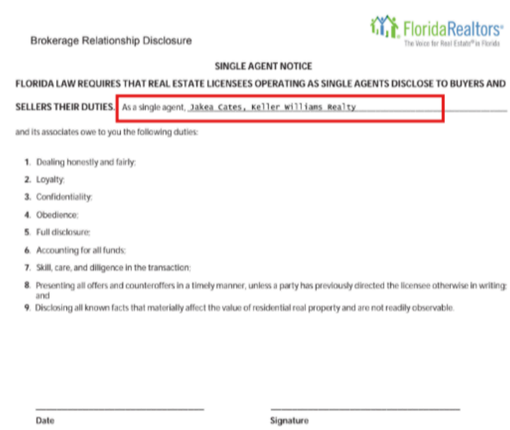
and its associates owe to you the following duties:

1. Dealing honestly and fairly;
2. Loyalty;
3. Confidentiality;
4. Obedience;
5. Full disclosure;
6. Accounting for all funds;
7. Skill, care, and diligence in the transaction;
8. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing; and
9. Disclosing all known facts that materially affect the value of residential real property and are not readily observable.

Date

Signature

Brokerage Relationship Disclosure, Single Agent w Consent to Tra



Brokerage Relationship Disclosure

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SINGLE AGENT NOTICE

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3. Confidentiality;
4. Obedience;
5. Full disclosure;
6. Accounting for all funds;
7. Skill, care, and diligence in the transaction;
8. Presenting all offers and counteroffers in a timely manner, unless a party has previously directed the licensee otherwise in writing; and
9. Disclosing all known facts that materially affect the value of residential real property and are not readily observable.

Date

Signature

---

6. Additional Required Forms (As Applicable)

- **Wire Fraud Form:** Always include
- **Flood Disclosure:** Always include
- **Lead-Based Paint Disclosure:** Include **only if property was built before 1978**
- **MLS Options for Property Owners:** Always include

- **Seller's Property Disclosure – Residential:** Always include

Flood Disclosure

Flood Disclosure

FloridaRealtors®

Florida Statute 689.302 requires a seller to complete and provide a flood disclosure to a purchaser of residential real property **at or before** the time the sales contract is executed.

Seller, SHALANN BOWE, provides Buyer the following flood disclosure **at or before** the time the sales contract is executed.

Property address: 3835 Rudder Way

New Port Richey FL 34652.

Seller, please check the applicable boxes in paragraphs (1) through (3) below.

FLOOD DISCLOSURE

Flood Insurance: Homeowners' insurance policies do not include coverage for damage resulting from floods. Buyer is encouraged to discuss the need to purchase separate flood insurance coverage with Buyer's insurance agent.

(1) Seller ☐ has ☐ has no knowledge of any flooding that has damaged the property during Seller's ownership of the property.

(2) Seller ☐ has ☐ has not filed a claim with an insurance provider relating to flood damage on the property, including, but not limited to, a claim with the National Flood Insurance Program.

(3) Seller ☐ has ☐ has not received assistance for flood damage to the property, including, but not limited to, assistance from the Federal Emergency Management Agency.

(4) For the purposes of this disclosure, the term "flooding" means a general or temporary condition of partial or complete inundation of the property caused by any of the following:

a. The overflow of inland or tidal waters.

b. The unusual and rapid accumulation of runoff or surface waters from any established water source, such as a river, stream, or drainage ditch.

c. Sustained periods of standing water resulting from rainfall.

Affiliated Business Disclosure

TAMPA PROPERTIES KELLERWILLIAMS. | KELLERWILLIAMS. REALTY | PORTFOLIO COLLECTION KELLERWILLIAMS. REALTY

Keller Williams | Sellers Affiliated Business Disclosure

Notice to Seller(s): SHALANN BOWE

Property Address: 3835 Rudder Way New Port Richey FL 34652

Keller Williams Realty, Keller Williams Tampa Properties and Keller Williams Realty Portfolio Collection owners and/or their associates may have a business relationship, through a partial ownership interest in Star Title Partners of Palm Harbor LLC and Star Title Partners of Tampa LLC, and may receive a financial benefit as a result.

Set forth below is the estimated charge and/or range of charges by Star Title Partners of Palm Harbor LLC and Star Title Partners of Tampa LLC for the following settlement services:

Base Title Insurance Premium $____________
Settlement Services additional fees may apply.

I/We authorize Keller Williams Realty, Keller Williams Tampa Properties, or Keller Williams Realty Portfolio Collection to order the needed settlement services through Star Title Partners of Palm Harbor LLC or Star Title Partners of Tampa LLC: ☐ Yes ☐ No

SELLER *(signature)* ____

DATE ____

SELLER *(signature)* ____

MLS OPTIONS

Stellar MLS®

MLS Options for Property Owners – Authorization

Effective 9/16/2025

Property Address: 3835 Rudder Way New Port Richey FL 34652

Listing Agreement Beginning Date: 02/11/2026 Listing Expiration Date: 02/11/2027

Listing Brokerage Name: Keller Williams Realty

Initials and signatures of all owners and signatures of both the listing broker/office manager and agent are required for validation – no changes or strikethroughs will be accepted.

In compliance with the Stellar MLS Rules and Regulations, entry of all listings into Stellar MLS® is required within 5 business days of the dated signature of the owner(s) of record or the listing effective date on the Listing Agreement.

While the purpose of the multiple listing service (MLS) is to facilitate cooperation between MLS Brokers and their Agents, to successfully bring sellers and buyers together, it is also understood that there are circumstances under which the property owner(s) may seek privacy, to delay public marketing or to withhold distribution of their property through the MLS for either the entire listing agreement or for a set period of time.

MLS Benefits Waiver	
I/We affirm that there is a professional relationship between the listing Broker and myself/ourselves	Owner(s) Initial ______ Owner(s) Initial ______
I/We hereby certify and agree that by choosing an Office Exclusive or Delayed Marketing listing, I/we are knowingly and voluntarily relinquishing the substantial advantages of full MLS distribution. These advantages include—but are not limited to— • Immediate exposure to 80,000+ licensed real-estate professionals, • Maximum online visibility to the broadest pool of active, qualified buyers, and • Heightened competition that routinely drives quicker showings, stronger offers, and potentially higher sale prices.	Owner(s) Initial ______ Owner(s) Initial ______
I/We further understand that unrestricted MLS participation is widely regarded as the single most effective means of maximizing market reach, accelerating time-to-sale, and securing optimal pricing. By opting out or delaying entry into the MLS, I/We assume full responsibility for any extended marketing time, reduced buyer interest, or the adverse impact on final sales terms that may result from this decision.	Owner(s) Initial ______ Owner(s) Initial ______
I/We understand that any public marketing of this property will trigger the Stellar MLS Rules and Regulations requirement that the property be entered for full distribution into the MLS within one business day for cooperation with other MLS Brokers and Agents.	Owner(s) Initial ______ Owner(s) Initial ______
I/We understand that public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, all social media platforms public or private, brokerage website displays (including IDX and VOW), digital communications marketing (email or text blasts, or automated voice calls/messaging)	Owner(s) Initial ______ Owner(s) Initial

Sellers Property Disclosure

Seller's Property Disclosure – Residential

FloridaRealtors®

Notice to Licensee and Seller: Only the Seller should fill out this form.

Notice to Seller: Florida law[1] requires a **Seller** of a home to disclose to the **Buyer** all known facts that materially affect the value of the property being sold and that are not readily observable or known by the **Buyer**. This disclosure form is designed to help you comply with the law. However, this disclosure form may not address every significant issue that is unique to the Property. You should think about what you would want to know if you were buying the Property today; and if you need more space for additional information, comments, or explanations, check the Paragraph 12 checkbox and attach an addendum.

Notice to Buyer: The following representations are made by **Seller** and **not** by any real estate licensee. This disclosure is not a guaranty or warranty of any kind. It is not a substitute for any inspections, warranties, or professional advice you may wish to obtain. It is not a substitute for your own personal judgment and common sense. The following information is based only upon **Seller's** actual knowledge of the Property's condition. **Sellers** can disclose only what they actually know. **Seller** may not know about all material or significant items. You should have an independent, professional home inspection to verify the condition of the Property and determine the cost of repairs, if any. This disclosure is not a contract and is not intended to be a part of any contract for sale and purchase.

Seller makes the following disclosure regarding the property described as: 3835 Rudder Way New Port Richey FL 34652 (the "Property")

The Property is ☐owner occupied ☐tenant occupied ☐unoccupied (If unoccupied, how long has it been since **Seller** occupied the Property? ____________________

	Yes	No	Don't Know
1. Structures; Systems; Appliances			
(a) Are the structures including roofs; ceilings; walls; doors; windows; foundation; and pool, hot tub, and spa, if any, structurally sound and free of leaks?	☐	☐	☐
(b) Is seawall, if any, and dockage, if any, structurally sound?	☐	☐	☐
(c) Are existing major appliances and heating, cooling, mechanical, electrical, security, and sprinkler systems, in working condition, i.e., operating in the manner in which the item was designed to operate?	☐	☐	☐
(d) Does the Property have aluminum wiring other than the primary service line?	☐	☐	☐
(e) Are any of the appliances leased? If yes, which ones: ____________	☐	☐	☐
(f) If any answer to questions 1(a) – 1(c) is no, please explain: ____________			
2. Termites; Other Wood-Destroying Organisms; Pests			
(a) Are termites; other wood-destroying organisms, including fungi; or pests present on the Property or has the Property had any structural damage by them?	☐	☐	☐
(b) Has the Property been treated for termites; other wood-destroying organisms, including fungi; or pests?	☐	☐	☐
(c) If any answer to questions 2(a) - 2(b) is yes, please explain: ____________			

Wire Fraud Prevention Notice

FloridaRealtors

Wire Fraud Prevention Notice

Brokerage Name: Keller Williams Realty

Always independently verify wiring instructions sent via email

Criminals/hackers are targeting email accounts of various parties involved in real estate transactions (e.g., lawyers, title agents, mortgage brokers, real estate agents). These emails are convincing and sophisticated. Among other concerns, this has led to fraudulent wiring instructions being used to divert funds to the criminal's bank account. These emails may look like legitimate emails from the proper party. If you receive an email regarding instructions that contains any suspicious information, do not click on any links that may be in the email and do not reply.

Broker strongly recommends that Buyer, Seller, and their respective attorneys and others working on a transaction, refrain from placing any sensitive personal and financial information in an email, directly or through an email attachment. When there is a need to share Social Security numbers, bank accounts, credit card numbers, wiring instructions or similar sensitive information, Broker strongly recommends using more secure means, such as providing the information in person, over the phone, or through secure mail or package services, whenever possible. **In addition, before Buyer or Seller wires any funds to any party (including Buyer or Seller's attorney, title agent, mortgage broker, or real estate broker) personally call them to confirm the information is legitimate (i.e., confirm the ABA routing number or SWIFT code and credit account number).** Buyer and Seller should call them at a number that is independently obtained (e.g., from this Contract, the recipient's website, etc.) and not use the number in the email in order to be sure that the contact is a legitimate party.

Buyer/Seller Name (Print): SHALANN BOWE

Buyer/Seller Signature: ______________________________

Date: ______________________________

Buyer/Seller Name (Print): ______________________________

Buyer/Seller Signature: ______________________________

Date: ______________________________

HOA Disclosure

Comprehensive Rider to the Residential Contract For Sale And Purchase

FloridaRealtors®

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR

When initialed by all parties, the parties acknowledge that the disclosure set forth below was provided to Buyer prior to execution of the Florida Realtors/Florida Bar Residential Contract For Sale and Purchase between the parties and the clauses below will be incorporated therein:

SHALANN BOWE ____ (SELLER)

and ____ (BUYER)

concerning the Property described as 3835 Rudder Way

New Port Richey FL 34652

Buyer's Initials ______ ______ ***Seller's Initials*** ______ ______

B. HOMEOWNERS' ASSOCIATION/COMMUNITY DISCLOSURE

PART A. DISCLOSURE SUMMARY

IF THE DISCLOSURE SUMMARY REQUIRED BY SECTION 720.401, FLORIDA STATUTES, HAS NOT BEEN PROVIDED TO THE PROSPECTIVE PURCHASER BEFORE EXECUTING THIS CONTRACT FOR SALE, THIS CONTRACT IS VOIDABLE BY BUYER BY DELIVERING TO SELLER OR SELLER'S AGENT OR REPRESENTATIVE WRITTEN NOTICE OF THE BUYER'S INTENTION TO CANCEL WITHIN 3 DAYS AFTER RECEIPT OF THE DISCLOSURE SUMMARY OR PRIOR TO CLOSING, WHICHEVER OCCURS FIRST. ANY PURPORTED WAIVER OF THIS VOIDABILITY RIGHT HAS NO EFFECT. BUYER'S RIGHT TO VOID THIS CONTRACT SHALL TERMINATE AT CLOSING.

BUYER SHOULD NOT EXECUTE THIS CONTRACT UNTIL BUYER HAS RECEIVED AND READ THIS DISCLOSURE.

Disclosure Summary For Gulf Harbor Civic Association

(Name of Community)

1. AS A BUYER OF PROPERTY IN THIS COMMUNITY, YOU WILL BE OBLIGATED TO BE A MEMBER OF A HOMEOWNERS' ASSOCIATION ("ASSOCIATION").
2. THERE HAVE BEEN OR WILL BE RECORDED RESTRICTIVE COVENANTS ("COVENANTS") GOVERNING THE USE AND OCCUPANCY OF PROPERTIES IN THIS COMMUNITY.
3. YOU WILL BE OBLIGATED TO PAY ASSESSMENTS TO THE ASSOCIATION. ASSESSMENTS MAY BE SUBJECT TO PERIODIC CHANGE. IF APPLICABLE, THE CURRENT AMOUNT IS $______ PER ______. YOU WILL ALSO BE OBLIGATED TO PAY ANY SPECIAL ASSESSMENTS IMPOSED BY THE ASSOCIATION. SUCH SPECIAL ASSESSMENTS MAY BE SUBJECT TO CHANGE. IF APPLICABLE, THE CURRENT AMOUNT IS $______ PER ______.
4. YOU MAY BE OBLIGATED TO PAY SPECIAL ASSESSMENTS TO THE RESPECTIVE MUNICIPALITY, COUNTY, OR SPECIAL DISTRICT. ALL ASSESSMENTS ARE SUBJECT TO PERIODIC CHANGE.
5. YOUR FAILURE TO PAY SPECIAL ASSESSMENTS OR ASSESSMENTS LEVIED BY A MANDATORY HOMEOWNERS' ASSOCIATION COULD RESULT IN A LIEN ON YOUR PROPERTY.
6. THERE MAY BE AN OBLIGATION TO PAY RENT OR LAND USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED FACILITIES AS AN OBLIGATION OF MEMBERSHIP IN THE HOMEOWNERS' ASSOCIATION. IF APPLICABLE, THE CURRENT AMOUNT IS $______ PER ______.
7. THE DEVELOPER MAY HAVE THE RIGHT TO AMEND THE RESTRICTIVE COVENANTS WITHOUT THE APPROVAL OF THE ASSOCIATION MEMBERSHIP OR THE APPROVAL OF THE PARCEL OWNERS.
8. THE STATEMENTS CONTAINED IN THIS DISCLOSURE FORM ARE ONLY SUMMARY IN NATURE, AND, AS A PROSPECTIVE PURCHASER, YOU SHOULD REFER TO THE COVENANTS AND THE ASSOCIATION GOVERNING DOCUMENTS BEFORE PURCHASING PROPERTY.
9. THESE DOCUMENTS ARE EITHER MATTERS OF PUBLIC RECORD AND CAN BE OBTAINED FROM THE

PART B.

B. HOMEOWNERS' ASSOCIATION/COMMUNITY DISCLOSURE (CONTINUED)

The Property is located in a community with a mandatory homeowners' association or an association that may require the payment of assessments, charges, or impose restrictions on the Property ("Association").

1. **APPROVAL:** The Association's approval of Buyer (CHECK ONE): ☐is ☐is not required. If Association approval of this transaction or the Buyer is required, this Contract is contingent upon Association approval no later than ______ (if left blank, then 5) days prior to Closing. Within ______ (if left blank, then 5) days after Effective Date, the Seller shall initiate the approval process with Association. Buyer shall pay application and related fees, as applicable, unless otherwise provided for in Association governing documents or agreed to by the parties. Buyer and Seller shall sign and deliver any documents required by the Association, provide for interviews or personal appearances, if required, and use diligent effort to timely obtain Association approval. If approval is not granted within the stated time period above, Buyer may terminate this Contract, and shall be refunded the Deposit, thereby releasing Buyer and Seller from all further obligations under this Contract.

2. **PAYMENT OF FEES, ASSESSMENTS, AND OTHER ASSOCIATION CHARGES:**
   (a) Buyer shall pay any application, initial contribution, and/or membership or other fees charged by Association pursuant to its governing documents or applicable Florida Statutes. If applicable, the current amount(s) is:
   $__________ per __________ for ______________ to ______________________
   $__________ per __________ for ______________ to ______________________
   $__________ per __________ for ______________ to ______________________
   $__________ per __________ for ______________ to ______________________
   (b) If special or other assessments levied by the Association exist as of the Effective Date, or any assessment(s) are levied after the Effective Date and prior to the Closing Date, and are due and payable in full prior to Closing Date, then Seller shall pay all such assessment(s) prior to or at Closing; or, if any such assessment(s) may be paid in installments, then Seller shall pay all installments which are due before Closing Date, prior to or at Closing, and (**CHECK ONE**): ☐ Buyer ☐ Seller (if left blank, then Buyer) shall pay installments due after Closing Date. **If Seller is checked, Seller shall pay the assessment in full prior to or at the time of Closing.**
   (c) Seller shall pay, prior to or at Closing, all fines imposed against the Seller or the Property by the Association which exist as of the Closing Date and any fees the Association charges to provide information about the Property, assessment(s) and fees.

The Association or Management Company to which assessments, special assessments or rent/land use fees are due and payable, is/are:

Gulf Harbor Civic Association	Gulf Harbor Beach Club
Contact Person Secretary	**Contact Person** Guard at Entry Gate
Phone GHCA@verizon.net	**Phone** 727-848-1598
Email 7278480596	**Email** ghbc5345@gmail.com

Additional contact information can be found on the Association's website, which is:
www. gulfharbors.com

7. Command (CRM) Setup – REQUIRED

Before sending documents for signature:

1. Log into **Command**
2. Enter the client into the database (if not already entered)
3. Click **Opportunities**
4. Select **New Opportunity**
5. Listing Opportunity
6. Add property details in all required fields

7. Once completed, use Command to:
    - Generate forms
    - Auto-fill documents
    - Send packet via **DocuSign**

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8. Final Review Before Sending

- Double-check all prefilled fields for accuracy
- Confirm all required documents are included
- Ensure names and dates match across all forms
- Confirm commission and fees are correct
- Include **Net Sheet**
- Verify DocuSign recipients and signing order

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9. Notes

- This SOP applies to **every listing packet** unless otherwise directed by Jakea.
- Any missing information or discrepancies must be clarified *before* sending documents to clients.