



# PARADIGM REALTY

MANAGEMENT • INVESTMENT • PRIDE

## Agent Information

MLS or Non-MLS Office: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name on License: \_\_\_\_\_  
Last First Middle

Nickname: \_\_\_\_\_ RE License Number: \_\_\_\_\_

License Exp. Date: \_\_\_\_\_

MLS ID: \_\_\_\_\_ SSN: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Languages: \_\_\_\_\_ Designations: \_\_\_\_\_

Areas of Expertise: \_\_\_\_\_

Corp or LLC: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

Vehicle: \_\_\_\_\_  
License Plate Make Model & Year Color

Phone Numbers: \_\_\_\_\_  
Home Cell Fax

Personal E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Company E-mail:**  Yes  No If yes, login at: [www.mail.office365.com](http://www.mail.office365.com)  
Login: (first name last initial)@ParadigmRealty.com

**Key Deposit \$100:**  Yes  No If yes, payment method:  CC\*  ACH  
Alarm/Printer Code: (last 4 of SSN)

**Swag Bag \$100:**  Yes  No If yes, payment method:  CC\*  ACH  
Includes: **Nametag** \$25, **Padfolio** \$35, **Hat** \$25 (circle: red/ blk/ silver), **T-Shirt** \$15  
(circle: red/ blk), **Mug** \$5, **Pens** \$5, **Tote Bag** \$5. All items may be purchased separately. See  
menu attached.

**Annual Fee \$250:**  CC\* (3.5% surcharge added)  ACH

**Direct Deposit:**  Yes  No If no, a \$10 paper check fee will be withheld per check  
Account # \_\_\_\_\_ Routing # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone Relationship

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## **Paradigm Fee Agreement**

### **Addendum**

Agent and Broker agree to amend the Paradigm Fee Agreement as follows:

Agent is hereby granted a lifetime guarantee of a \$395 flat doc fee for all residential sales with a final sale's price less than 1million. All other terms to remain.

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\_\_\_\_\_  
Agent - Print Name

\_\_\_\_\_  
Agent - Signature

\_\_\_\_\_  
Date

Leonard Gervasio  
Broker - Print Name

  
Broker - Signature

\_\_\_\_\_  
Date



# PARADIGM

## REALTY

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### **Paradigm Agent Agreement**

Broker and Agent upon transferring to Paradigm Realty, not excluding transactions prior to this agreement nor after, hereby agree to the following terms:

- 1) **Introduction.** Upon Agent's successful transfer, a welcome email will be sent granting access to the company's Cloud-based server. All files and marketing materials that pertain to the company will be therein provided and are considered confidential and proprietary. The company does not hold mandatory classes nor sales meetings, however Agent must remain responsive to Broker at all times.
- 2) **Presentation.** As an Agent of Paradigm, you are a representative of the company in all manners, at all times, including the web and all social media outlets. You agree to conduct yourself with esteem and high regard, especially as it pertains to your relationship with vendors, staff, and Broker's clients.
- 3) **Education & Training.** Broker shall provide training as well as education whenever possible, and as needed. Agent understands that Broker has an open-door policy and it is the Broker's responsibility, as well as Agent's, to communicate information that might enhance the overall experience between Agent and Broker's clients. Education or training requiring 15mins or more should be scheduled in advance by emailing or calling the front desk. At the time of scheduling, Agent may decide to allow other Paradigm agents to attend or instead request a one-on-one. Questions requiring less than 15mins may be sent to Broker directly either via email, phone or text. Broker typically responds to questions in less than 24 hours.
- 4) **Representation.** Dual Agency is permitted along with discounting, donating and contributing commissions, provided that Broker and client consent, and the manner in which these instances occur comply with NRS, NAC and GLVAR Code of Ethics. Under no circumstances shall a discounted commission reduce Agent's financial obligation to Broker.
- 5) **Teams/Groups.** Teams and Groups are permitted at Paradigm. In order to be recognized, they must consist of 2 or more agents and accompany a Team Agreement signed by the Broker. All Broker agreements supersede any Team Member contract, however Team/Group Leaders may implement their own fee schedule and structure however they see fit so long as Broker contracts are not contradicted and Broker approves in writing.
- 6) **MLS & Non-MLS.** All agents whose licenses are in process, en route, or currently at Paradigm Realty must be affiliated with the GLVAR within 30 days of Broker's receipt of license. After this time, Broker shall be forced to terminate Agent's license. Non-MLS agents are permitted to practice under Paradigm Realty by way of this agreement, however their licenses will hang at Broker's non-MLS firm, Paradigm Realty Investments.
- 7) **Staff.** Paradigm's staff members are not permitted to assist in the dealings of its agents without prior Broker approval. Calls made to the office for Agent will be directed to Agent's contact info provided on the Info Sheet. With the exception of closing packages, items that are dropped off at the office for Agent will be accepted only during normal business hours and are not checked for accuracy.

- 8) **Mail.** Agent will receive an email notification when mail has been received by the office. All items will be placed in the general bin and discarded after 30 days unless otherwise requested. Agents with private offices will have their mail placed on their desks. Agent may request that items be placed in company outgoing mail only if a stamp and envelope are provided. Mail is retrieved and dropped off once daily.
- 9) **Licensing.** Agent agrees to maintain at Agent's expense a current County business license and all other licenses and permits required to perform their duties. Agent must maintain an active Real Estate license and/or permit with the NRED in order to practice as well as be compensated by Broker.
- 10) **E & O.** Broker shall maintain and carry, on behalf of Agent and at Broker's expense, errors and omissions insurance for both sales as well as Property Management. In either case, Agent agrees to pay the deductible of \$5,000 per offense, in the event any legal issues arise pertaining to Agent's transactions concluded at Paradigm, whether Agent remains affiliated with the company or not. Insurance covers Agent for up to \$1,000,000 in liability per offense. Agent is responsible for obtaining any additional coverage on behalf of Agent and Broker, if needed, and understands that Broker's E&O insurance does not cover Agent for any personal sales conducted. If Agent purchases, sells, or manages their own property, Agent is responsible for all liability and legal fees, including Broker's.
- 11) **Commissions.** Except when due to extraordinary circumstances, fees shall be paid within 3 business days of funds clearing and a completed file is with Broker. Prior to disbursement of any fee, Agent is required to upload all contracts into Skyslope that initiate a transaction within 2 business days of execution, then all other required and applicable documents within 14 calendar days of closing. It is the Agent's responsibility to notify staff when their file is complete. Upon notification, staff will audit Agent's file and report back any inaccuracies. Any file that is not complete after 30 days will result in Agent's loss of their entire commission. In addition, Broker may withhold all other fees owed to Agent until such a time that Broker's files are complete, Broker has been made financially whole, or both. Agent understands that there are no exceptions and that it is not staff's responsibility to audit as you go. If Agent has any questions about the accuracy of a doc, the Broker should be contacted immediately. Broker's Transaction Coordinator may also be retained at open of escrow for a pre-negotiated fee retained from Agent's commission at closing by Broker. All fees owed to Broker are considered due immediately at risk of forfeiture of Agent's clients and/or commissions. Fees may be withheld from pending sales upon Broker approval only. Any agent waiving or reducing their commission to less than the company's doc fee must have title withhold through escrow an amount equal to twice Agent's doc fee. If no penalties, additional doc requirements or fines have been assessed, Agent shall be reimbursed the remaining balance.
- 12) **Disbursements.** Prior to any disbursement, a notification will be sent along with a breakdown. In the event Agent does not make arrangements to collect their commission, does not deposit or cash their check, are unattainable, unwilling to comply with Broker's requests, or are deceased, all monies will be deemed forfeit to Broker after 30 days from the time of Agent's notification that funds are ready to be disbursed. If Agent wishes to have a guest collect funds on their behalf, such requests must be submitted in advance via email. If Broker or staff assists or aides in Agent's transaction or doc collection, Broker retains the right to withhold any amount from Agent's commission deemed fair by Broker. All referral fees to other brokerages and fees collected via buyer brokerage agreement must be handled through escrow by title directly.

- 13) **Contracts.** Broker must approve all contracts being implemented for any transaction. Under no circumstances shall Agent implement non-GLVAR approved contracts without the written consent of Broker.
- 14) **Listings.** No listing shall be considered valid without Broker's signed consent including personal sales. Any listing that is being marketed without Broker knowledge will be taken off the market until contracts are in compliance and a fine equal to the value of Agent's doc fee has been paid. There are no courtesy listings allowed at Paradigm. All listings must accompany a valid listing agreement. Transacting, leasing or managing a property without Broker's knowledge will result in a fine equal to Agent's commission or E&O deductible, whichever is greater.
- 15) **Rentals.** All Agents may show, list and represent rental clients. Rental fees must be paid to the Broker prior to listing at risk of immediate withdrawal. Agents without Property Management permits may aide property owners in finding applicants but never help in processing apps, rents, deposits, or leases. For a nominal fee, Broker's property management dept. will assist in running and processing applications.
- 16) **Signatures.** Broker signatures may be obtained in person, email, or electronically via *Authentisign*. For faster response times, we recommend emailing the Broker directly using *Authentisign*. It is not the Broker's responsibility to retrieve documents from Agent prior to disbursement of commissions, whether previously signed by Broker or not, as this is the Agent's sole responsibility.
- 17) **Non-Compete.** Agent agrees that under no circumstances will they compete with Broker's own personal clients without prior written consent from Broker; current, past or future, as well as tenants within the commercial complex located at 4270 S. Decatur Blvd. Broker will allow on a case by case basis the Agent to represent any tenant within the commercial complex with regards to residential transactions only. Any potential commercial leads and/or transactions arising from the commercial complex are to be referred to Broker immediately.
- 18) **Non-Circumvent.** All monies must be made payable to Paradigm Realty and Agent agrees to collect all fees on behalf of Broker. Under no circumstances shall Agent deposit funds into their own personal account. If Agent collects a fee for providing any real estate services whatsoever, Agent will owe such fees immediately to Broker and further agrees to cover Broker's legal expenses in the event that litigation is required in order to compensate Broker.
- 19) **Property Management.** Agents who hold Property Manager permits are welcome to practice so long as all funds, contracts and accounting are handled by Broker. PM is required to keep Broker's management software current and accurate, provide statements upon request, as well as a working key for all managed properties. Failure to comply within a reasonable timeframe will result in Agent's withholding of compensation, immediate termination and forfeiture of all accounts.
- 20) **NAR.** All agents at Paradigm under this agreement agree to adhere to the Code of Ethics, as laid out by the NAR. Agent has been advised to research these codes by going to the following website, prior to signing this agreement:  
<http://www.lasvegasrealtor.com/professional-standards/code-of-ethics/>
- 21) **Referrals.** All leads and referrals must be agreed to in writing by Broker and the referring agent. Agreements must dictate splits amongst the agents, when applicable. In the absence of a written agreement, Broker retains the right to decide upon agent compensation however Broker sees fit when an argument over money or client arises.

- 22) **Marketing.** Broker must approve of all Agent marketing. Approval in the form of an email with marketing materials attached is acceptable. The appearance of the Paradigm Realty logo must appear and adhere to the Broker approved templates only. Agent is responsible for obtaining their own signage, cards and marketing materials. Broker may market Agent and their business however Broker sees fit.
- 23) **Vendors.** Broker must approve of any persons or vendors who wish to market, or leave marketing material, in or around the office. Any unapproved marketing materials left without the consent of Broker will be discarded. Any unapproved business meetings, classes or programs hosted at Paradigm Realty will result in Agent's immediate termination and the withholding of any commissions.
- 24) **Parking.** Parking is permitted first come, first serve for Agent and their clients. Carports are reserved for staff and personnel only but may be issued with written consent from Broker.
- 25) **Printing.** Printer access is granted by Key Deposit only. Use is strictly limited to Agent's real estate activities; 500 B&W copies, 50 color copies are allowed per month, each month. If misuse occurs, immediate remittance may be required as well as an additional deposit.
- 26) **Food.** Agent is invited to bring snacks and small meals to the office only so long as it does not interfere with the enjoyment of others. All snacks and meals, including large beverages, must be enjoyed away from workstations in either the break area or common areas outside.
- 27) **Drugs & Alcohol.** Use of drugs and alcohol in or around the office is strictly prohibited. The Broker may approve of certain functions/events when alcohol may be provided.
- 28) **Access.** 24/7 access is permitted by Key Deposit only. Regular office access is permitted Monday - Friday, 9am - 5pm, excluding all federal and state holidays. Any damaged property must be replaced at equal or greater cost at Agent's expense. Upon termination or transfer, Agent agrees to return all company property to the Broker. Any property not returned to Broker, including office keys and office materials, must be reimbursed at a cost determined by Broker. Under no circumstances will Agent allow a terminated agent onto the premises, or anyone attempting to access the office without a key. Agent understands they are liable and responsible for all persons they grant access to company property and further understand that any person attempting to access the office after hours should've obtained a key during regular business hours.
- 29) **Office Use.** Broker is not responsible or liable for any personal data lost or stolen as a result of Agent's use of company computers and wi-fi. It is Agent's responsibility to logout of all web browsers and to delete personal data left or saved. Additional cleaning fees when needed as a direct result of improper use of the office will be withheld from any deposit Agent may have with the brokerage or an additional deposit may be requested or withheld from Agent's commissions.
- 30) **Gross Negligence & Willful Misconduct.** In the event of Agent's gross negligence and/or willful misconduct in which case Agent may be liable and responsible for amounts representing lost profits, loss of business or any other damages, Broker retains the right to withhold any funds owed to Agent in order to repair said loss. Agent further agrees to indemnify and hold Broker harmless from all losses and damage. Should any dispute arise between agents, Broker, or Broker's clients, it is Broker's sole discretion to provide a resolution. Agent agrees to pay in full, any fines and/or legal fees on behalf of both Agent and Broker as it pertains to Agent's complaints, violations and misconduct.
- 31) **Human Resources.** Agent's success and happiness is also the Broker's. Should there be any concerns, comments or complaints that Agent wishes to make, be it a complaint about a colleague, staff member, or even Broker himself, Agent may always do so by mail or by

emailing the Accounting Dept. It is Broker's sworn duty to be objective and understanding regarding all matters brought to his attention.

32) **Transferring.** If Agent wishes to transfer or is terminated, Broker shall comply upon written or email request only. Agent understands that Broker, by law, has 10 days from the time of written request to either send Agent's license back to the NRED or give permission to "hand carry". Broker is under no obligation to grant Agent permission to "hand carry" but will do his best to provide all transfer documents within a reasonable timeframe.

33) **Changes.** Broker reserves the right to make changes to this contract at any time for any reason. After 3 days from the time of notification, Agent automatically accepts such changes. Agent may terminate under the terms of the previously agreed upon contract by written request only, prior to the expiration of the 3-day grace period.

By signing below, Agent considers this contract to be valid and agrees to become a 1099 - Independent Contractor for Paradigm Realty. *Welcome to the Pride!*

\_\_\_\_\_  
Agent - Print Name

\_\_\_\_\_  
Broker - Print Name

\_\_\_\_\_  
Agent - Signature

\_\_\_\_\_  
Broker - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# PARADIGM

## REALTY

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### **Paradigm Fee Agreement**

Broker and Agent upon transferring to Paradigm Realty, not excluding transactions prior to this agreement nor after, hereby agree to the following terms:

- 1) There is no monthly cost to Agent for general office use. Additional printing packages of 500 B&W, 50 color copies may be purchased with Accounting for \$25 per package, not per page.
- 2) Non-MLS Agent's annual fee of \$250 is due upon signing and considered due on the 1<sup>st</sup> of the signing month each following year. Payment is due upon receipt with a 3-day grace period. Failure to pay will result in Agent's immediate termination and the withholding of any funds owed as well as any pending transactions. The annual fee is non-refundable and considered due per transfer. Annuals may be collected in advance from Agent's commissions upon request. We do not store credit card info.
- 3) For any reversed funds received by Broker on behalf of Agent, an automatic fee of \$100 will be assessed and charged to Agent.
- 4) Agent may request to assign any client or transaction to Broker at an 80/20 split with the smaller percentage to Broker. The appropriate doc fee, as well as the mandatory use of Paradigm's office TC's fee, will be assessed in addition.
- 5) **Sales & Leasing.** Any and all funds, fees, referrals, commissions, or monies collected by Agent on behalf of Broker are subject to the commission splits and doc fee schedules herein stated:
  - a. **Splits.** 100% to Agent, 0% to Broker.
  - b. **Standard Doc Fee.** For any residential or unimproved land sale with a final purchase price less than 400k, Broker shall retain a doc fee of \$350.
  - c. **Luxury Doc Fee.** For any residential or unimproved land sale that is between 400k and less than 1million, Broker shall retain a doc fee of \$800.
  - d. **Specialty Doc Fee.** For any commercial sale or lease, residential sale of 1million or greater, multiple parcel transaction of 2 or more parcels, development, or rental, a 10% doc fee will be assessed based upon 3% of the final sales price; or total gross fees collected for any other miscellaneous fee collected. Commercial property shall be determined upon zoning at the time of closing.
  - e. **Referral Fee.** For any referral fee received on behalf of Agent, a doc fee shall be assessed based upon the final sales price of the referred property per sections 5.b – 5.d.
- 6) For any property management account referred to Broker, a referral fee will be provided in the amount of whatever setup fee Broker or Agent is able to negotiate with the client. Agent shall retain 100% of this fee. Setup fees are typically charged for the use of Broker's property management software and admin services.
- 7) **Property Management.** PM fees shall be assessed and disbursed as follows:
  - a. **Splits.** Agent 75%, Broker 25%. This includes any and all fees charged by Agent, as well as leasing fees for managed properties.



- b. **App Fees.** Broker may collect and run apps on behalf of Agent at a charge of \$50 - \$500 per adult, depending on the rental value. Agent must reimburse Broker for any apps run using Broker's management software.
  - c. **Admin Fee.** An administrative fee of \$100, charged per accepted tenant and retained entirely by the Broker, is due upon all lease signings, excluding renewals.
  - d. **Cash Deposits.** Agent will be charged a cash deposit fee of \$50 for any cash received; be it rent, deposit, application or otherwise. It is the Agent's responsibility to transfer such costs, in writing, to all tenants.
  - e. **NO I.D.** Agent will be charged \$50 for any unidentifiable deposit. It is the Agent's responsibility to require all tenants to indicate name or property address on all payments, such should be indicated on the tenant's lease.
  - f. **Setup Fee.** A setup fee of \$150 will be charged per property/parcel number. This fee may be transferred to owners or tenants, but only in writing prior to.
  - g. **Early Termination.** A fee of at least \$150 must be provided to Broker per property/parcel number if an owner wishes to terminate their PM agreement early. This does not include the sale of any property so long as the sale is conducted at Paradigm. For any forwarded rents or documents made after termination, an additional \$150 will be required prior to doing so.
  - h. **Vacancies.** For any vacant property for which Agent is not charging a management fee but Broker is handling bill payments, a monthly fee of \$50 shall be assessed per property. There is no fee for paying bills on behalf of occupied properties.
  - i. **Disbursements.** All income will be disbursed by the 10<sup>th</sup> of each month and then after 7 days of receipt for any late rents in order to guarantee funds. Owner draws by EFT incur a cost of \$1 per property and may be charged to owners in writing. Agent shall receive their PM income on the 15<sup>th</sup> and/or last day of the month, or the preceding business day. If Broker must aid in Agent's management for whatever reason, Broker retains the right to withhold any amount from Agent's income deemed fair by Broker.
- 8) **Short Term Rentals.** In order to service a short-term rental client (management for less than 1 month) you must adhere to the following:
- a. Agent must possess an active real estate license and PM permit
  - b. Provide Broker with a GLVAR Property Management Agreement signed by Broker, owner, and owner's short-term management company. Detail who will be handling all funds, rental agreements and accounting. All handling of leases, lease terms, repairs and security deposits must be detailed, specifying which company will be handling each specific responsibility.
  - c. Broker must sign off on all management agreements. For any short-term rental property that does not comply with Broker's terms, a fine equal to Agent's setup fee and management fee will be assessed and due immediately at risk of termination and forfeiture of any current or pending transactions. Fines will retroact for 3 months per property.
    - i. The following fee schedule is due to Broker if a 3<sup>rd</sup> party company is handling rents, deposits and accounting and if the property is NOT renting for longer than one month: a one-time setup fee of \$250 per property.
    - ii. A monthly management fee of \$500 per month, per property, regardless of vacancy.
  - d. The following fee schedule is due to Broker if Paradigm is handling rents, deposits and accounting and/or if property IS renting for longer than one month:

- i. All fee schedules laid out in Section 7 of this Fee Agreement.
- 9) Broker's rate for court appearances of any kind is \$200/hr. All fees are considered due upon receipt and may be transferred to Agent's clients in writing. If any funds are wired to or from Broker on behalf of Agent, a \$50 wiring fee will be deducted from Agent's compensation. There is no fee for direct deposits to Agent, however a \$10 paper check fee will be deducted for any printed commission check. For any mailings of any kind, a convenience fee of \$10 will be assessed. Documents may be emailed for free. A check voiding fee of \$50 will apply towards any lost check in addition to a 2<sup>nd</sup> convenience fee if Agent wishes to have a check mailed again. Any fees owed to Broker will be withheld from Agent's commissions.
- 10) In the event Agent transfers or is terminated, Agent shall retain all of their transactions, clients and databases, however, a doc fee shall be assessed per transferred file based upon the list/sales price at the time transfer is requested. All fees owed to Broker must be paid prior to transferring any file within 3 business days of Agent's termination or written request to transfer. This includes, but is not limited to, annuals, TC fees, rents, doc fees, etc. All fees are considered unsatisfied until paid in full. Any fees owed to Agent may be retained in lieu of fees owed to Broker. For any fees owed to Broker that are unable to be retained or withheld, a late fee of 50% per diem shall be assessed not including collections and claims costs.
- 11) PM's may terminate at will, retaining all clients procured by their efforts alone. One month of gross management fees in advance must be paid to Broker prior to release. An owner's early termination within 4 months of Agent's transfer shall not circumvent this clause.
- 12) A key deposit in the amount of \$100 is optional and includes a code for the alarm and printer, as well as an office key granting 24/7 access. Codes are the last 4-digits of Agent's SSN. Deposits are refundable so long as keys are returned and there is no misuse of office property or monies owed to Broker. All key deposit refunds are returned by mailed check.
- 13) Broker reserves the right to make changes to this contract at any time for any reason. After 3 days from the time of notification, Agent automatically accepts such changes. Agent may terminate under the terms of the previously agreed upon contract by written request only, prior to the expiration of the 3-day grace period.

By signing below, Agent considers this contract to be valid and agrees to become a 1099 – Independent Contractor for Paradigm Realty. *Welcome to the Pride!*

\_\_\_\_\_  
Agent – Print Name

\_\_\_\_\_  
Broker – Print Name

\_\_\_\_\_  
Agent – Signature

\_\_\_\_\_  
Broker – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# PARADIGM

## REALTY

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### Documents Checklist

(Please submit all REQUIRED & IF APPLICABLE docs via Skyslope. Documents with (\*) must be uploaded within 2 business days of execution and all other docs must be uploaded within 14 calendar days of closing or an additional doc fee penalty will be assessed for either doc infraction)

#### **Buyer's Agent: Residential Resale**

##### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) SRPD: Seller's Real Property Disclosure
- 3) Residential Disclosure Guide (signature page only)
- 4) \*Residential Purchase Agreement
- 5) Receipt of "For Your Protection" Notice (or copy of home inspection)
- 6) Final Certified HUD
- 7) Tax Sheet

##### If Applicable

- 1) Supplemental List of Licensees
- 2) \*Buyer Brokerage Agreement
- 3) Consent to Act (if dual agent)
- 4) \*Referral Agreement
- 5) Counters & Addenda
- 6) Short Sale Addendum to Purchase Agreement
- 7) \*Cancellation Addendum
- 8) Lead-based Paint Disclosure (if built prior to 1978)
- 9) Proof of Authority (if there is a trust, power of attorney, etc.)
- 10) Did You Know CIC Disclosure (if in an HOA)
- 11) Disclosures: Mold, Meth, Construction Defect (if marked YES on SRPD)
- 12) Request for Repairs Addendum
- 13) Post/Pre-Possession Addendum
- 14) CIC Resale Package Receipt
- 15) Walk-Thru Inspection & Release
- 16) MLS S Sheet (if listed on MLS)

#### **Buyer's Agent: New Homes**

##### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) \*Buyer Registration w/ Brokerage Info Listed
- 3) Offer to Purchase
- 4) Final Certified HUD
- 5) Tax Sheet

##### If Applicable

- 1) Supplemental List of Licensees
- 2) \*Referral Agreement
- 3) Counters & Addenda
- 4) \*Cancellation Addendum
- 5) MLS S Sheet (if listed on MLS)

### **Buyer's Agent: Commercial**

#### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) Inspection Report or Release Form
- 3) \*Offer to Purchase
- 4) Final Certified HUD
- 5) Tax Sheet

#### If Applicable

- 1) Supplemental List of Licensees
- 2) \*Referral Agreement
- 3) \*Buyer Brokerage Agreement
- 4) LOI (letter of intent w/ Brokerage Info Listed)
- 5) Consent to Act (if dual agent)
- 6) Proof of Authority (if there is a trust, power of attorney, etc.)
- 7) Counters & Addenda
- 8) Short Sale Addendum to Purchase Agreement
- 9) \*Cancellation Addendum

### **Buyer's Agent: Unimproved Land**

#### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) Vacant Land Disclosure
- 3) \*Vacant Land Purchase Agreement
- 4) Final Certified HUD
- 5) Tax Sheet

#### If Applicable

- 1) Supplemental List of Licensees
- 2) \*Buyer Brokerage Agreement
- 3) Consent to Act (if dual agent)
- 4) \*Referral Agreement
- 5) Counters & Addenda
- 6) Short Sale Addendum to Purchase Agreement
- 7) \*Cancellation Addendum
- 8) Manufactured Home Disclosure (if NOT converted into real property)
- 9) Proof of Authority (if there is a trust, power of attorney, etc.)
- 10) Did You Know CIC Disclosure (if in an HOA)
- 11) CIC Resale Package Receipt
- 12) MLS S Sheet (if listed on MLS)

### **Renter's Agent**

#### Required

- 1) \*Duties Owed (only required when applicant is accepted)

#### If Applicable

- 1) \*Referral Agreement (only when outside brokerage requires)
- 2) MLS L Sheet (if listed on MLS)

## **Listing Agent: Residential Resale**

### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) SRPD: Seller's Real Property Disclosure
- 3) Residential Disclosure Guide (signature page only)
- 4) \*Listing Agreement (real property)
- 5) \*Residential Purchase Agreement
- 6) Final Certified HUD
- 7) Tax Sheet

### If Applicable

- 1) Supplemental List of Licensees
- 2) Consent to Act (if dual agent)
- 3) \*Referral Agreement
- 4) Counters & Addenda
- 5) Short Sale Addendum to Listing Agreement
- 6) Short Sale Addendum to Purchase Agreement
- 7) \*Cancellation Addendum
- 8) Proof of Authority (if there is a trust, power of attorney, etc.)
- 9) Disclosures: Mold, Meth, Construction Defect (if marked YES on SRPD)
- 10) Post/Pre-Possession Addendum
- 11) GLVAR Exclusion from MLS form
- 12) GLVAR Change Order
- 13) GLVAR T Status Form
- 14) MLS S Sheet (if listed on MLS)

## **Listing Agent: Commercial**

### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) \*Listing Agreement (commercial property)
- 3) \*Offer to Purchase
- 4) Commercial Property Disclosure
- 5) Final Certified HUD
- 6) Tax Sheet

### If Applicable

- 1) Supplemental List of Licensees
- 2) \*Referral Agreement
- 3) LOI (letter of intent w/ Brokerage Info Listed)
- 4) Consent to Act (if dual agent)
- 5) Proof of Authority (if there is a trust, power of attorney, etc.)
- 6) Counters & Addenda
- 7) \*Cancellation Addendum

## **Listing Agent: Unimproved Land**

### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) Vacant Land Disclosure
- 3) \*Listing Agreement (unimproved land)
- 4) \*Vacant Land Purchase Agreement
- 5) Final Certified HUD
- 6) Tax Sheet

### If Applicable

- 1) \*Supplemental List of Licensees
- 2) Consent to Act (if dual agent)
- 3) \*Referral Agreement
- 4) Counters & Addenda
- 5) \*Cancellation Addendum
- 6) Proof of Authority (if there is a trust, power of attorney, etc.)
- 7) Disclosures: Mold, Meth, Construction Defect (if marked YES on SRPD)
- 8) Post/Pre-Possession Addendum
- 9) GLVAR Exclusion from MLS form
- 10) GLVAR Change Order
- 11) GLVAR T Status Form
- 12) MLS S Sheet (if listed on MLS)

## **Listing Agent: Rental**

### Required

- 1) \*Duties Owed (only required when offer is accepted)
- 2) \*Listing Agreement (real property)
- 3) \*Leasing Fees made out to Paradigm Realty

### If Applicable

- 1) Applicant's Broker's W9 (if paying a referral fee to outside agent)
- 2) GLVAR Exclusion from MLS form
- 3) GLVAR Change Order
- 4) GLVAR T Status Form
- 5) MLS L Sheet (if listed on MLS)

Property Management Documents Checklist

(Please submit all REQUIRED & IF APPLICABLE docs via Buildium. Documents must be uploaded and entered within 30 days of receipt or management fees may be withheld and/or forfeit)

**Property Manager: Landlord**

Required

- 1) Duties Owed (only when PMA is secured)
- 2) Property Management Agreement
- 3) Copy of Homeowner's Driver's License
- 4) Copy of Key to Property
- 5) Tax Sheet
- 6) Insurance w/ Paradigm Realty listed as additionally insured (or waiver)
- 7) Repair Invoices, Receipts & Vendor W9's
- 8) Homeowner's W9

If Applicable

- 1) Supplemental List of Licensees
- 2) Home Warranty Policy

**Property Manager: Tenant**

Required

- 1) Duties Owed (only when applicant is accepted)
- 2) Copy of Tenant(s) Driver's License
- 3) Application w/ Agent's PID
- 4) Move-in Fees in Certified Funds
- 5) Lease Agreement

If Applicable

- 1) Supplemental List of Licensees
- 2) Referring Broker's W9
- 3) Lease Addenda
- 4) GLVAR Exclusion from MLS form
- 5) MLS L Sheet (if listed on MLS)
- 6) Credit Report & Background Check
- 7) Security Deposit Transmittal (per Tenant)

By signing below, Agent understands the document requirements at Paradigm Realty and that it is the Agent's sole responsibility to learn and adhere to Broker's doc processing systems.

*Welcome to the Pride!*

\_\_\_\_\_  
Agent - Print Name

\_\_\_\_\_  
Agent - Signature

\_\_\_\_\_  
Date



**KHARA REDBURN**

AVP, Branch Team Leader, Escrow Officer

**702.868.2333**

Fax: 702.973.1573

Khara.Redburn@LTIC.com

KRedburnEscrow.com

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**RICHARD KAYE**

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SALES EXECUTIVE  
LAWYERS TITLE

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☎ 775.399.2458

✉ RICHARD.KAYE@LTIC.COM

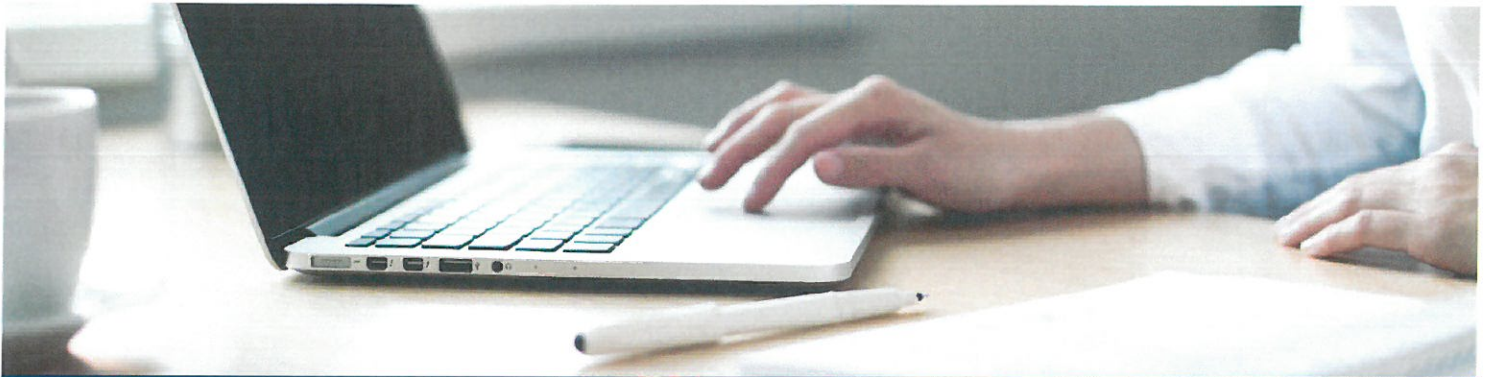
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# CUSTOMER SERVICE

## DEPARTMENT

### AVAILABLE SERVICES:

#### Within Clark County

- Property Profile - Includes Documents
- Title Snapshot
- Formats: Print and Email
- CC&Rs (Limited Basis)
- Taxes
- APN Map
- Documents Only
- Monthly Market Data Reports

#### Farming Capabilities

- Subdivision Farms
- Mortgage Farms
- Phone Farms
- Label Format
- Formats: Excel and PDF

#### Marketing Guides

- Buyer Guides
- Seller Guides
- Combo Buyer/Seller Guides
- Relocation Guides
- Foreclosure and Short Sale Guides
- Preliminary Title Report Guides
- Open House Kit with Guest Registry Book

#### Premium Leads

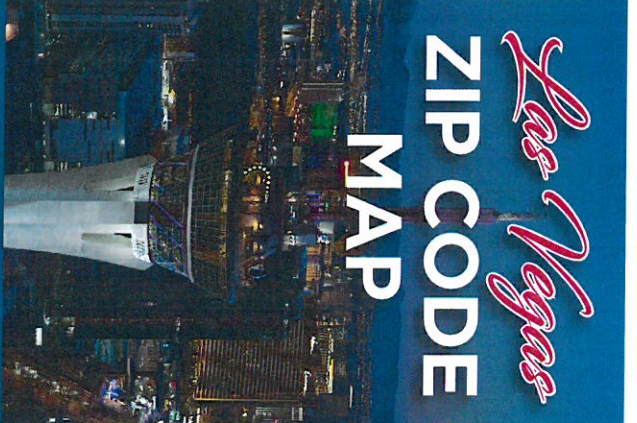
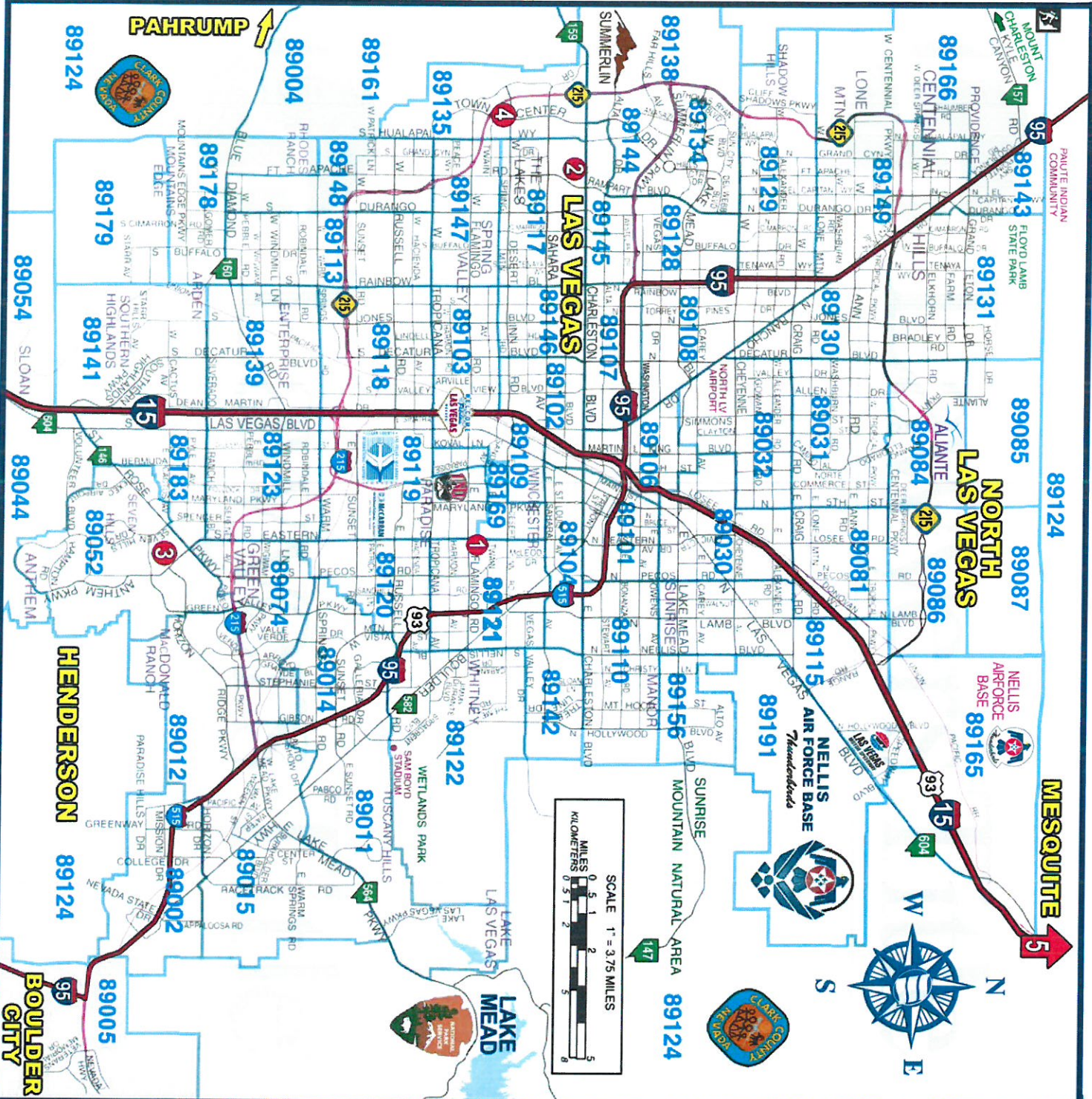
If you are interested in obtaining leads using specific criteria beyond what is provided through our customer service department, we can connect you to the industry's top data providers.\*

*\*Some services have costs associated with them in order to comply with Nevada DOI guidelines*



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Las Vegas, NV 89128  
10801 W. Charleston Blvd. #225  
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- Manual underwriting

## USDA

- 0% down
- Credit scores as low as 600
- Non-traditional credit OK

## Conventional

- 3% down
- Credit scores as low as 620
- Primary residence, second home and investment financing available

Let's talk today.



### Jenny Cox

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