

# Document 1 For Seller & Buyer



**Property Systems - Office of the Head Broker**

**F. Reese Freyer, III**  
Qualifying Broker  
[www.propertyystems.com](http://www.propertyystems.com)  
Email: [listingbroker@propertyystems.com](mailto:listingbroker@propertyystems.com)

**Direct Dial:**  
**877-522-5577**  
**Direct FAX:**  
**404-348-0174**

## If Listing Broker Is Not Involved In Transaction

**RE: Potential Transaction**

**Property Systems - Corporate Office, LLC - Firm # H-64722**  
**Property Systems of the Southeast, LLC - Firm # 47953**  
**Qualifying Broker - F.R. Freyer, III - License # 150291**  
**Licensed In Georgia - South Carolina**  
**Member of Multiple Listing Services - FMLS - GAMLS - Athens - Lake**  
**Country - Augusta - Albany**

**Dear Co Operating Agent/Broker & Owner:**

**The owner has hired our firm as an MLS Partner to assist in the marketing of their property. It is a limited service listing agreement.**

**At this time, it will be in the best interest of the principals (Buyer & Seller) for our firm to not be involved in the transaction, or listed on any purchase and sale agreements. Selling broker has permission and can remove all Listing Broker information from the paperwork.**

**The property will still be advertised in the local MLS systems, and all data will be reported.**

**Please note the following:**

- 1. Selling broker will receive the full commission posted in the MLS. (OR ANOTHER AMOUNT NEGOTIATED WITH THE OWNER)**
- 2. Selling broker has permission to contact the owner directly.**
- 3. Buyer has permission to contact the owner directly.**

4. Selling broker may send all purchase and sale agreements to owner directly via the e sign form platforms from the MLS, or another vendor.

5. Selling broker may claim all Board of REALTOR million dollar club volume.

6. Owner/Selling Broker will send Property Systems the following when property is in escrow status:

Sales Price - Closing Date - End Of Due Diligence Period - Selling Broker Firm Name - Selling Agent Name - Selling Agent License # - Closing Attorney Information

7. Owner/Selling Broker will send Property Systems a signed HUD Statement/CD after closing to update the MLS Systems.

8. Owner will send to Property Systems the FMLS fee of .0012 X Sales Price and post date the check ahead to the closing date. An invoice will be generated by our office.

Good luck with your transaction, and please contact our office if you have any questions.

Best regards,



F. Reese Freyer, III  
Qualifying Broker of Record

FRF3:sah

NO ENCLOSURE

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4279 Roswell Road, N.E. - Suite 208-130 - Atlanta, Georgia 30342 - U.S.A.



# Examples



## PURCHASE AND SALE AGREEMENT

Offer Date: February 8, 2018



2018 Printing

### A. KEY TERMS AND CONDITIONS

1. **Purchase and Sale.** The undersigned buyer(s) ("Buyer") agree to buy and the undersigned seller(s) ("Seller") agree to sell the real property described below including all fixtures, improvements and landscaping therein ("Property") on the terms and conditions set forth in this Agreement.

a. **Property Identification:** Address: 4005 River Green Parkway

City Duluth, County Gwinnett, Georgia, Zip Code 30096

MLS Number: 5953154 Tax Parcel I.D. Number: R6322-236

b. **Legal Description:** The legal description of the Property is (select one of the following below):

☐ (1) attached as an exhibit hereto;

☐ (2) the same as described in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, et. seq., of the land records of the above county: OR

☒ (3) Land Lot(s) 322 of the 6th District, 0 Section/GMD, Lot 14, Block A, Unit 2, Phase/Section 0 of Chattahoochee Landing Subdivision/Development, according to the plat recorded in Plat Book 65, Page 238, et. seq., of the land records of the above county.

2. **Purchase Price of Property to be Paid by Buyer.** \$ 290,000

3. **Closing Costs.** Seller's Contribution at Closing: \$ 0

4. **Closing and Possession.**

Closing Date shall be March 15, 2018 with possession of the Property transferred to Buyer

☒ at Closing OR ☐ \_\_\_\_\_ days after Closing at \_\_\_\_\_ o'clock ☐ AM ☐ PM

5. **Holder of Earnest Money ("Holder").** (If Holder is Closing Attorney, F84(A) must be attached as an exhibit hereto, and F84(B) must be signed by Closing Attorney.)

Liu & Associate

6. **Closing Agent.**  
Liu  
121  
Ros

7. **Earnest Money.** Earnest Money shall be paid by ☒ check ☐ cash or ☐ \_\_\_\_\_

☐ a. \$ \_\_\_\_\_ as of the Offer Date.

☒ b. \$ 2,000 within 3 days from the Binding.

☐ c. \_\_\_\_\_

8. **Inspection and Due Diligence.**

a. **Due Diligence Period:** Property is being sold subject to a Due Diligence Period.

b. **Option Payment for Due Diligence Period:** In consideration of Seller's

(1) has paid Seller \$10.00 in nonrefundable option money, the receipt

(2) shall pay Seller additional option money of \$ \_\_\_\_\_

funds either ☐ as of the Offer Date; OR ☐ within \_\_\_\_\_ days from

paid by Buyer to Seller ☐ shall (subject to lender approval) or ☐ shall

not be refundable to Buyer unless the closing fails to occur.

9. **Lead-Based Paint.** To the best of Seller's knowledge, the residential dwelling has or has not been painted (attach F54 Lead-Based Paint Exhibit) ☐ was (attach F54 Lead-Based Paint Exhibit) OR ☒ was not built prior to 1978.

10. **Brokerage Relationships in this Transaction.**

a. **Selling Broker is** FIRST UNITED REALTY INC and is:

(1) ☒ representing Buyer as a client.

(2) ☐ working with Buyer as a customer.

(3) ☐ acting as a dual agent representing Buyer and Seller.

(4) ☐ acting as a designated agent where:

\_\_\_\_\_ has been assigned to exclusively represent Buyer.

b. **Listing Broker is** Property Systems Of The Southeast LLC and is:

(1) ☒ representing Seller as a client.

(2) ☐ working with Seller as a customer.

(3) ☐ acting as a dual agent representing Buyer and Seller.

(4) ☐ acting as a designated agent where:

\_\_\_\_\_ has been assigned to exclusively represent Seller.

c. **Material Relationship Disclosure:** The material relationships required to be disclosed by either Broker are as follows: na

11. **Time Limit of Offer.** The Offer set forth herein expires at 6:00 o'clock P. on the date February 9, 2018

Buyer(s) Initials LV

Seller(s) Initials BR

HGR

THIS FORM IS COPYRIGHTED AND MAY ONLY BE USED IN REAL ESTATE TRANSACTIONS IN WHICH TIM SMITH IS INVOLVED AS A REAL ESTATE LICENSEE. UNAUTHORIZED USE OF THE FORM MAY RESULT IN LEGAL SANCTIONS BEING BROUGHT AGAINST THE USER AND SHOULD BE REPORTED TO THE GEORGIA ASSOCIATION OF REALTORS® AT (770) 451-1831.

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F20, Purchase and Sale Agreement, Page 1 of 3, 01/04/18



**Buyer Acceptance and Contact Information***LiDi Ning***1 Buyer's Signature**

LiDi Ning

2/9/2018

Print or Type Name

Date

2722 Addison Dr.

Buyer's Address for Receiving Notice

Doraville, GA 30340

(678) 865-2589

Buyer's Phone Number: ☒ Cell ☐ Home ☐ Work

annien0428@gmail.com

Buyer's E-mail Address

**2 Buyer's Signature**

Print or Type Name

Date

Buyer's Address for Receiving Notice

Buyer's Phone Number: ☐ Cell ☐ Home ☐ Work

Buyer's E-mail Address

Additional Signature Page (F149) ☐ is ☒ is not attached.**Seller Acceptance and Contact Information***Brady Rinehart***1 Seller's Signature**

Brady W Rinehart

2/9/2018

Print or Type Name

Date

4005 River Green Pkwy

Seller's Address for Receiving Notice

Duluth, GA 30096

(770) 880-5502

Seller's Phone Number: ☐ Cell ☐ Home ☐ Work

bradyrin

Seller's E-mail Address

*Hanna***2 Seller's Signature**

Hannah

Print or Type Name

Date

4005 River Green Pkwy

Seller's Address for Receiving Notice

Duluth, GA 30096

(770) 880-5502

Seller's Phone Number: ☐ Cell ☐ Home ☐ Work

hannah

Seller's E-mail Address

Additional Signature Page (F149) ☐ is ☐ is not attached.

Owner will  
delete listing  
broker &  
have all parties  
initial

**Selling Broker/Affiliated Licensee Contact Information**

FIRST UNITED REALTY INC

Selling Brokerage Firm

*Tim Smith*

2/9/2018

Broker/Affiliated Licensee Signature

Owner agrees  
to follow up  
on binding  
agreement date  
& time limit up  
offer.

**Listing Broker/Affiliated Licensee Contact Information**

Property Systems Of The Southeast LLC

Listing Broker Firm

*Reese Freyer III*

2/10/2018

Broker/Affiliated Licensee Signature

Date

REESE FREYER III

150291

Print or Type Name

GA Real Estate License #

(877) 522-5577

(404) 348-0174

Licensee's Phone Number

Fax Number

reese@propertysystems.com

Licensee's Email Address

REALTOR® Membership

4279 Roswell Rd NE Suite 102, Box 130

Broker's Address

Atlanta, GA 30342

(877) 522-5577

(404) 348-0174

Broker's Phone Number

Fax Number

BSNA01

H-47953

MLS Office Code

Brokerage Firm License Number



**Binding Agreement Date:** The Binding Agreement Date in this transaction is the date of \_\_\_\_\_  
and has been filled in by \_\_\_\_\_

*LiDi Ning*

1 Buyer's Signature

*LiDi Ning*

Print or Type Name

2 Buyer's Signature

Print or Type Name

Additional Signature Page (F149) ☐ is ☒ is not attached.

FIRST UNITED REALTY INC

Selling Brokerage Firm

*Tim Smith*

Broker/Affiliated Licensee Signature

TIM SMITH

Print or Type Name

REALTOR® Membership

Owner will  
remove listing  
broker from  
purchase &  
sale agreement



Additional Signature Page (F149) ☐ is ☒ is not attached.

~~Property Systems Of The Southeast LLC~~  
~~Listing Brokerage Firm~~

~~Broker/Affiliated Licensee Signature~~

~~REESE FREYER III~~

~~Print or Type Name~~

~~REALTOR® Membership~~





# PURCHASE AND SALE AGREEMENT

Offer Date: 06/13/2019



2019 Printing

## A. KEY TERMS AND CONDITIONS

**1. Purchase and Sale.** The undersigned buyer(s) ("Buyer") agree to buy and the undersigned seller(s) ("Seller") agree to sell the real property described below including all fixtures, improvements and landscaping therein ("Property") on the terms and conditions set forth in this Agreement.

**a. Property Identification:** Address: 195 Trelawney Lane

City: Covington, County: Newton, Georgia, Zip Code: 30016-6883

MLS Number: 6555440 Tax Parcel I.D. Number: 0027D00000271000

**b. Legal Description:** The legal description of the Property is [select one of the following below]:

- ☐ (1) attached as an exhibit hereto;
- ☐ (2) Condominium (attach F204 Condominium Resale Purchase and Sale Exhibit)
- ☐ (3) the same as described in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, et. seq., of the land records of the above county; **OR**
- ☒ (4) Land Lot(s) \_\_\_\_\_ of the \_\_\_\_\_ District, \_\_\_\_\_ Section/ GMD, Lot \_\_\_\_\_, Block \_\_\_\_\_, Unit \_\_\_\_\_, Phase/Section \_\_\_\_\_ of Trelawney Subdivision/Development, according to the plat recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, et. seq., of the land records of the above county.

**2. Purchase Price of Property to be Paid by Buyer.**  
\$ 175,000.00

**3. Closing Costs.**  
Seller's Contribution at Closing: \$ 3,000.00

**4. Closing Date and Possession.**

Closing Date shall be: 07/15/2019

☒ at Closing **OR** ☐ \_\_\_\_\_ days after Closing at \_\_\_\_\_ o'clock ☐ AM ☐ PM (attach F219 Temporary Occupancy Agreement).

**5. Holder of Earnest Money ("Holder").** (If Holder is Closing Attorney, F510 must be attached as an exhibit hereto, and F511 must be signed by Closing Attorney.)  
PalmerHouse Properties

**6. Closing Attorney/Law Firm.**  
O'Kelley & Sorohan LLC

**7. Earnest Money.** Earnest Money shall be paid by ☒ check ☐ cash or ☐ wire transfer of immediately available funds as follows:  
☐ a. \$ \_\_\_\_\_ as of the Offer Date.  
☒ b. \$ 2,000.00 within 3 days from the Binding Agreement Date.  
☐ c. \_\_\_\_\_

**8. Inspection and Due Diligence.**

**a. Due Diligence Period:** Property is being sold subject to a Due Diligence Period of 7 days from the Binding Agreement Date.

**b. Option Payment for Due Diligence Period:** In consideration of Seller granting Buyer the option to terminate this Agreement, Buyer:  
(1) has paid Seller \$10.00 in nonrefundable option money, the receipt and sufficiency of which is hereby acknowledged; plus  
(2) shall pay Seller additional option money of \$ \_\_\_\_\_ by ☐ check or ☐ wire transfer of immediately available funds either ☐ as of the Offer Date; **OR** ☐ within \_\_\_\_\_ days from the Binding Agreement Date. Any additional option money paid by Buyer to Seller ☐ shall (subject to lender approval) or ☐ shall not be applied toward the purchase price at closing and shall not be refundable to Buyer unless the closing fails to occur due to the default of the Seller.

**9. Lead-Based Paint.** To the best of Seller's knowledge, the residential dwelling(s) on the Property (including any portion thereof or painted fixture therein) ☐ was (attach F316 Lead-Based Paint Exhibit) **OR** ☒ was not built prior to 1978.

**10. Brokerage Relationships in this Transaction.**

**a. Selling Broker is** PalmerHouse Properties and is:

- (1) ☒ representing Buyer as a client.  
(2) ☐ working with Buyer as a customer.  
(3) ☐ acting as a dual agent representing Buyer and Seller.  
(4) ☐ acting as a designated agent where:

\_\_\_\_\_ has been assigned to exclusively represent Buyer.

**b. Listing Broker is** ~~Property Systems of The Southeast, LLC~~ and is:

- (1) ☒ representing ~~Seller~~ as a client.  
(2) ☐ working with ~~Seller~~ as a customer.  
(3) ☐ acting as a dual agent representing Buyer and Seller.  
(4) ☐ acting as a designated agent where:

\_\_\_\_\_ has been assigned to exclusively represent ~~Seller~~.

**c. Material Relationship Disclosure:** The material relationships required to be disclosed by either Broker are as follows:  
N/A

**11. Time Limit of Offer.** The Offer set forth herein expires at \_\_\_\_\_ o'clock \_\_\_\_\_ m. on the date \_\_\_\_\_.

Buyer(s) Initials CR

Seller(s) Initials GC



**Buyer Acceptance and Contact Information**

**Caran Reddicks**

**1 Buyer's Signature**

Caran Reddicks

6/14/2019

Print or Type Name

Date

Buyer's Address for Receiving Notice

**Make Sure Buyer Signs**

Buyer's Phone Number: ☐ Cell ☐ Home ☐ Work

caran\_cazaubon@yahoo.com

Buyer's E-mail Address

**2 Buyer's Signature**

Print or Type Name

Date

Buyer's Address for Receiving Notice

Buyer's Phone Number: ☐ Cell ☐ Home ☐ Work

Buyer's E-mail Address

☐ Additional Signature Page (F267) is attached.

**Selling Broker/Affiliated Licensee Contact Information**

PalmerHouse Properties

Selling Brokerage Firm

**NINGA CAPEHART**

6/14/2019

Broker/Affiliated Licensee Signature

Date

NINGA CAPEHART

321869

Print or Type Name

GA Real Estate License #

(404) 931-3569

(404) 478-8495

Licensee's Phone Number

Fax Number

maningacapehart@gmail.com

Licensee's E-mail Address

Atlanta

REALTOR® Membership

2911 Piedmont Rd SUITE B

Broker's Address

Atlanta, GA 30305

Broker's Phone Number

Fax Number

PHPA01

H-62466

MLS Office Code

Brokerage Firm License Number

**Binding Agreement Date:** The Binding Agreement Date in this transaction is the date of  
and has been filled in by **Selling Broker**

**6/24/2019**

**Seller Acceptance and Contact Information**

June 24, 2019

Select Portfolio Servicing, Inc.

**SUBJECT TO COUNTER OFFER  
AND/OR ADDENDUM**

Seller's E-mail Address

**Make sure all owners**

**2 Seller's Signature**

**Sinh**

Print or Type Name

Date

Seller's Address for Receiving Notice

Seller's Phone Number: ☐ Cell ☐ Home ☐ Work

Seller's E-mail Address

☐ Additional Signature Page (F267) is attached.

**Remove Listing Broker**

**Listing Broker/Affiliated Licensee Contact Information**

Property Systems Of The Southeast, LLC.

Listing Broker Firm

Broker/Affiliated Licensee Signature

Date

REESE FREYER III

Print or Type Name

GA Real Estate License #

(877) 522-5577

(404) 348-0174

Licensee's Phone Number

Fax Number

listingbroker@propertysystems.com

Licensee's E-mail Address

Athens

REALTOR® Membership

4279 Roswell Rd NE Suite 102, Box 130

Broker's Address

Atlanta, GA 30342

Broker's Phone Number

(404) 348-0174

Fax Number

PSNA01

H-47953

MLS Office Code

Brokerage Firm License Number

**make sure you have a Binding Agreement Here**