



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

New York State Disclosure Form for Landlord and Tenant
THIS IS NOT A CONTRACT

Customer Service: (518) 474-4429
www.dos.state.ny.us

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents. Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate is a person qualified to advise about real estate. If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at rent and on terms acceptable to the tenant. A tenant agent's has, without limitation, the following fiduciary duties to the tenants: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interests of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are consistent with the agent's fiduciary duties to the buyer.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore don not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the sale on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the tenant and another sales agent to represent the landlord. A sale agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent represent the interest of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent can not provide the full fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sale agents before agreeing to such representative. A landlord or tenant may provide advance informed consent to dual agency with designated sale agents by indicating the same on this form.

This form was provide to me by _____ (print name of licensee) of **Winzone Realty Inc.**, a licensed real estate broker acting in the interest of the:

- Landlord as a (check relationship below)
- Tenant as a (check relationship below)
- Landlord's agent
- Tenant's agent
- Broker's agent
- Broker's agent
- Dual agent
- Dual agent with designated sales agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

- Advance informed consent dual agency
- Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I)(We) _____ acknowledge receipt of a copy of this disclosure form:
signature of { } Landlord(s) and/or { } Tenant(s):

Date: _____

BROOKLYN NEW YORK MULTIPLE LISTING SERVICE, INC.
LISTING AGREEMENT FOR PROPERTY

28 VILLAGE ROAD NORTH, BROOKLYN, N.Y. 11223

Commission for the Sale, Lease or Management of Property Shall Be
Negotiated Between The Listing Broker and The Seller

EMPLOYMENT

- In consideration of the Broker's expertise, experience and knowledge as well as the Broker's efforts to market the subject property, the used of the service and facilities of the Broker's office and the Broker offering Agency to other Brokers participating in the Multiple Listing Service of BROOKLYN, NEW YORK (hereinafter "MLS") the undersigned owner grants the Broker an EXCLUSIVE RIGHT TO SELL the property known as _____ The listing expires at midnight on _____
*The broker employed by this agreement is an agent of the owner.
- In the event owner signs a binder/contract of sale during the term of this employment agreement, the parties agree that the above expiration date shall be extended until the time that said contract of sale is fully performed or until such time as said contract fails to be performed either by its terms or because of the default of the buyer. Nothing herein contained is intended to reduce the term of this agreement.
- The owner authorizes the Broker to appoint the participants of the MLS, as Agents of the Broker with respect to the performance of this agreement. The Broker shall appoint any other Agents or deal with any other Real Estate Brokers only when the Broker believes such appointment is in the owner's best interest. The owner shall be advised of all such appointments of Brokers not affiliated with the MLS and may object to such appointment. All such advice and objections shall be by written notice.

REPRESENTATIONS OF BROKER

- That in consideration of this EXCLUSIVE RIGHT OF SALE, Broker agrees:
 - To submit this listing to the MLS for distribution within two (2) business days of the Owner signing this Contract.
 - To use due diligence in procuring a purchaser for the above-described property.

REPRESENTATIONS OF OWNER

- That in consideration of the obligations of the Broker, Owner agrees:
 - That Owner warrants and certifies, to the best of his knowledge that all of the record title holders of the subject property, or their duly authorized agents, have signed this Contract in the space provided below and that there are no other signatures required on behalf of the Owner in order to grant Broker the exclusive right to sell said Property.
 - That Owner shall immediately refer to Broker all inquiries pertaining to the sale and purchase of said Property.
 - That during the term of this Contract Broker shall have access to the Property and to the building or buildings on said Property for the purpose of showing the same at all reasonable hours by Broker or his agent, and should the Property be occupied by persons other than Owner, Owner agrees to notify the person(s) of the Broker's right to access, and Owner shall be responsible for the actions of any tenant or other persons in possession of the Property in permitting the Broker reasonable access of the Property.
 - That during the term of this Contract, Broker may place "For Sale" signs on the Property, unless said signs are prohibited by governmental authorities or matters of public record, in which case Owner agrees to notify Broker of said prohibited ordinance or restriction.
 - That this Property is offered to any person without regard to age, race, color, religion, creed, sex or national or ethnic origin.
 - The broker (or sub agents) may take and use photos of subject property for purpose of public and private display as a form of marketing subject property.

PRICE OF SALE AND COMMISSION AMOUNT

- The price at which said property is to be offered is \$ _____ dollars.
The owner hereby agrees to pay the Broker a commission of _____ under any of the following circumstances:

WHEN COMMISSION IS EARNED

- (a) When the Broker brings about a buyer ready, willing and able to buy on the terms set forth above; or (b) when the broker brings about a buyer ready, willing and able to buy at another price or on other terms to which the owner agrees or consents either verbally or in writing; or (c) when the broker is the procuring cause of sale consummated between the owner and a purchaser; or (d) if the owner finds a buyer for the property during the term of this agreement; or (e) if another Broker, not a Sub-Agent, finds a buyer during the term of this agreement.
The owner agrees and understands that the success of an Agent in accomplishing result is the same as the Broker. Compensation to Brokers Agent _____ Buyers Agent _____ is _____ % of agreed to commission.

The owner(s) agrees and understands that should they employ any other Broker to sell, rent or exchange or otherwise dispose of the above property or any part thereof, and should said Broker be successful during the term of this agreement or should they personally sell, rent, exchange or otherwise dispose of the above property or any part thereof that they will be liable to the undersigned Broker for the amount of the commission set forth in this agreement.


DISCLOSURE BY OWNER OF PROPERTY DEFECTS

Owner specifically acknowledges and understands that where Owner knows of facts materially affecting the value or desirability of the Property, whether said facts are readily observable or not readily observable, then Owner is under a duty to disclose said facts to the Buyer and to the Broker. If Owner knows of said facts, he shall set them forth in writing under the "Special Clauses" provision below or by written document attached to this Exclusive Right of Sale Listing Contract and presented upon execution of this Contract. Owner has fully reviewed this Contract and the information relative to said Property (as shown in the listing information above and/or the attached listing information sheet) and Owner warrants, to the best of his knowledge, the accuracy of said information. Owner agrees to indemnify and save harmless Broker and those relying thereon for damages resulting from the inaccuracy of said information and from Owner's failure to disclose any facts materially affecting the value or desirability of the Property.

ARBITRATION

- The merits of any dispute arising under or in connection with this agreement shall be determined by arbitration before an arbitrator in the county of New York, State of New York pursuant to the commercial arbitration rules then in effect with the American Arbitration Association. Judgement upon the award rendered may be entered in any court of competent jurisdiction.

IF YOU SIGN A SECOND EXCLUSIVE AGREEMENT DURING THE TIME OF THIS EXCLUSIVE AGREEMENT YOU MAY BE LIABLE FOR BOTH LISTING BROKERS COMMISSIONS

OWNER _____ ADDRESS: _____
(Signature of Owner)
OWNER _____ PHONE: RES. _____ OFFICE: _____
(Signature of Owner)
DATE _____ BROKER: WINZONE REALTY INC.
LISTING SALESPERSON: _____ ADDRESS: 7405 18 AVE BROOKLYN
BROKER'S SIGNATURE:  PHONE: 718-676-6611

PLEASE DETACH

I/WE HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT
The following explanations are provided for your review and signature

- An "EXCLUSIVE RIGHT TO SELL" listing means that if you, the owner of the property find a buyer for your house, or if another broker finds a buyer, you must pay the agreed commission to the present broker.
- An "EXCLUSIVE AGENCY" listing means that if you, the owner of the property, find a buyer, you will not have to pay a commission to the broker. However, if another broker finds a buyer, you will owe a commission to both the selling broker and your present broker.
- I have received a list of the participating BROKERS in the MLS

Signature of owner _____ Owner _____

The Human Rights Law of the State of New York prohibits a Broker from discriminating in the rental or sale of real property based upon Race, Creed, Color, National Origin, Sex, Age, Disability or Familial Status.

BROOKLYN NEW YORK
MULTIPLE LISTING SERVICE INC.

28 Village Road North
Brooklyn, New York 11223
Phone 718-253-8815 Fax 718-692-1508

PRIVACY REQUEST FORM

Date:

To Whom It May Concern:

I, _____, owner of property located at _____ have been advised that not publishing my phone number on the printed listing could interfere with the sale of my home. However, it is my wish to keep this information private.

I understand that this must be verified by the Multiple Listing Service. My home phone number is _____; my business number is _____. The best time to call me, Monday through Friday, from 9:00 a.m. to 5:00 p.m., is _____.

Owner's Signature

Owner's Signature

Commercial Lease

<u>Listing Agent Name</u>			
<u>Co-list Agent Name</u>			
<u>LIST PRICE</u>		<u>LIST DATE</u>	<input type="text"/>
<u>EXP DATE</u>	<input type="text"/>	<u>OFFICE EXCLUSIVE Y/N</u>	<input type="text"/>
<u>Cert. of Occ. Y/N</u>	<input type="text"/>		
<u>BLOCK #</u>		<u>LOT #</u>	
<u>HOUSE</u>		<u>STREET</u>	
<u>CITY</u>		<u>STATE</u>	New York <input type="text"/>
<u>ZIP CODE</u>			
<u>BOROUGH</u>	<input type="text"/>	<u>NEIGHBORHOOD (PLEASE SELECT BOROUGH FIRST)</u>	<input type="text"/>
<u>CROSS ST. 1</u>		<u>Cross St. 2</u>	
LISTING DETAILS			
<u>GROSS RENT YR.</u>		<u>Total Rent</u>	
<u>Yrs Rem. Lease</u>		<u>Lease Increments</u>	
<u>Apx. Yr Built</u>		<u>BLDG WIDTH</u>	
<u>BLDG LENGTH</u>		<u># Stories</u>	
<u>APX TOTAL BLDG SQFT</u>		<u>Waterfront Y/N</u>	<input type="text"/>
<u>LOT WIDTH</u>		<u>LOT LENGTH</u>	
<u>APX TOTAL LOT SQFT</u>		<u>Hndcp Access Y/N</u>	<input type="text"/>
<u>Est. Water/Sewer \$ Yr.</u>		<u>Est. Insurance \$ Yr.</u>	
<u>Est. Fuel \$ Yr.</u>		<u>Est. Taxes \$ Yr.</u>	
RESIDENTIAL RENTAL INFORMATION			
<u># of Families</u>		<u>Total Rooms</u>	
<u>Bedrooms</u>		<u>Baths</u>	

Partial Baths	<input type="text"/>	Style	<input type="text"/>
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A/C Units	<input type="text"/>	Building Type	<input type="text"/>
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Road Frontage	<input type="text"/>
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COMMERCIAL RENTAL INFORMATION

Business Type	<input type="text"/>	Residential Units	<input type="text"/>
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Commercial Units	<input type="text"/>	Industrial Units	<input type="text"/>
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# Retail Stores	<input type="text"/>	# Heated Units	<input type="text"/>
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# Manuf. Units	<input type="text"/>	# Non Conf. Units	<input type="text"/>
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Zoning	<input type="text"/>	Misc. Cost	<input type="text"/>
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OWNER INFORMATION

<u>OWNER</u>	<input type="text"/>		
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<u>PRINT OWNER PH. Y/N</u>	<input type="text"/>	<u>OWNER PHONE</u>	<input type="text"/>
		EX.9999999999	

Alt. Phone Ex.9999999999	<input type="text"/>	Premesis Owner Y/N	<input type="text"/>
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Owner Address	<input type="text"/>	Owner City	<input type="text"/>
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Owner State	<input type="text"/>	Owner Zip	<input type="text"/>
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COMMISSION INFORMATION

<u>FULL COMM:</u>	<input type="text"/>	%	<input type="text"/>	Neg Thru	Broker	<input type="text"/>
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<u>BUYER COMM:</u>	<input type="text"/>	%	<input type="text"/>	<u>BROKER COMM:</u>	<input type="text"/>	%	<input type="text"/>
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REMARKS

Remarks (Maximum 2000 Characters)	<input type="text"/>		
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Showing Instructions/Realtor Remarks	<input type="text"/>		
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<u>REALTOR.COM Y/N</u>	Yes	<input type="text"/>	<u>LIST ON INTERNET Y/N</u>	Yes	<input type="text"/>
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Virtual Tour Y/N	<input type="text"/>	Show Internet Address Y/N	Yes	<input type="text"/>
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