



Dear Agents and Seller

This listing agreement is for Co-ops, Condos, All Houses, All Commercial, and Land Properties and complies with New York State License Law, Multiple Listing Rules, and East Coast Realtors Policy.

The contents of this Listing agreement cannot be crossed out or changed.

New York State License Law requires Broker/Owner have complete paperwork on all Listing agreements and maintain such for 3 years. Agents must submit Listing agreement and all future documents regarding changes to this listing agreement to East Coast's corporate office within 48 hours of being executed by all parties.

WHEN ENTERING LISTING ONTO MLS, STATE THE TOTAL AMOUNT OF COMMISSION TO BE PAID TO THE LISTING AGENT IN THE BROKER REMAKES

All **BOXES** are required and must be filled in.



EXCLUSIVE RIGHT TO RENT AGREEMENT

LANDLORD:

LANDLORD: _____

LANDLORD: _____

ADDRESS:

PRICE:

LISTING PERIOD START DATE:

LISTING PERIOD END DATE:

The exclusive right to rent the PROPERTY will initiate from 12:01 A.M. on the LISTING PERIOD start date until 11:59 P.M. on the LISTING PERIOD end date. LANDLORD and LISTING BROKER agree that they are contractually bound by this AGREEMENT as of the Effective Date.

If the LANDLORD authorizes East Coast Realtors Inc. to publish this listing on OneKey MLS System, all references to OneKey MLS in this agreement apply.

LISTING CONTENT is to be entered into the OneKey MLS System and made available to other OneKey Participants on _____ (insert the date of when the listing will be entered onto the OneKey MLS System)

No provision of this AGREEMENT is intended to nor shall be understood to establish or imply any contractual relationship between the LANDLORD and OneKey MLS and/or any REALTOR® Associations nor has OneKey MLS and/or any REALTOR® Associations in any way participated in any of the terms of this AGREEMENT, including the commission to be paid.

COMPENSATION

1. Commission to be paid by (ENTER Landlord or Tenant in the box):

Total amount of commission to be paid to Listing Agent:

Landlord also agrees that said commission shall be shared with Cooperating Brokers as follows:

If the Cooperating Broker is a Seller's Agent 0 % of the selling price or \$ 1.00 .

If the Cooperating Broker is a Broker's Agent 0 % of the selling price or \$ 1.00 .

If the Cooperating Broker is a Buyer's Agent 0 % of the selling price or \$ 1.00 .

This commission is offered to OneKey MLS Participants Only.

COMMISSION EARNED AND OWNER(S) OBLIGATIONS AFTER THE EXPIRATION/TERMINATION OF THE AGREEMENT

2. A commission shall be earned and payable under any of the following conditions: (a) If the LISTING BROKER or cooperating broker produces a tenant ready, willing and able to rent the PROPERTY on such terms and conditions acceptable to the LANDLORD; (b) If through the LISTING BROKER'S or cooperating broker's efforts a tenant and the LANDLORD reach an agreement upon all the essential terms of a lease; (c) If the PROPERTY is rented during the term of this LISTING AGREEMENT whether or not the rental is a result of the LISTING BROKER'S efforts and even if the PROPERTY is rented as a result of the efforts of the LANDLORD or any other broker or agent not acting under this LISTING AGREEMENT; (d) whether paragraph 1 (one) of this LISTING AGREEMENT states the LANDLORD or tenant is responsible for paying the commission to the LISTING BROKER and the LANDLORD delivers possession of the property to any tenant or person including friends and family members even without a lease, and without first being informed in writing by the LISTING BROKER that the LISTING BROKER'S commission has been paid, the landlord will be responsible, (not the tenant or person in possession of the property) to pay the aforementioned in paragraph 1 (one) to the LISTING BROKER, East Coast Realtors. (e) If within 180 days after the expiration or

OWNER INITIAL

termination of the LISTING PERIOD, even if the LANDLORD enters into a valid listing agreement to rent the property with another New York State licensed real estate broker within the 180 days and accepts a rental offer on the PROPERTY from any person to whom the PROPERTY has been shown during the LISTING PERIOD with East Coast Realtors, LANDLORD will pay LISTING BROKER the aforementioned commission as stated in paragraph 1 (one). Commission will be paid as if the LISTING BROKER had made the rental. The LANDLORD is responsible if or when relisting the property with another broker within 180 days after expiration or termination of the LISTING PERIOD for getting an exclusion for any person(s) to whom the property has been shown. A LIST OF TENTANTS will be provided by East Coast Realtors Inc to the LANDLORD prior to the expiration of the LISTING PERIOD.

LANDLORDS' REPRESENTATIONS AND OBLIGATIONS

3. LANDLORD represents that all legal requirements including, but not limited to, rental permits, certificates of occupancy, or other governmental permits, to create and maintain the rental unit which is the subject of this AGREEMENT have been obtained by LANDLORD and are currently valid. The LANDLORD agrees at all times to act in good faith to assist the LISTING BROKER in the performance of the LISTING BROKER'S obligations and to fully cooperate with the LISTING BROKER in its effort to find a tenant for the property and complete the transaction contemplated by this AGREEMENT.

MARKETING

4. LANDLORD grants to the LISTING BROKER full discretion to determine the appropriate marketing approach for the PROPERTY. LISTING BROKER will undertake to find a ready, willing, and able tenant and in order to do so will engage in marketing activity which may include all forms of advertising.

5. LANDLORD is responsible for providing accurate information regarding property details to LISTING BROKER and to review information published on OneKey MLS, Internet sites, and all marketing material. It is the responsibility of the OWNER to notify the LISTING BROKER in writing of any incorrect/ inaccurate information.

AUTHORIZATION FOR "FOR RENT" SIGN AND OTHER SERVICES

6. LISTING BROKER is authorized to place a "For Rent" sign on the PROPERTY where applicable. (If LANDLORD Disagrees, INITIAL HERE) _____

7. LISTING BROKER is authorized to use a lockbox. (If LANDLORD Disagrees, INITIAL HERE) _____

8. LISTING BROKER is authorized to share keys to the PROPERTY with cooperating brokers. (If LANDLORD Disagrees, INITIAL HERE) _____

PROPERTY FOR (NOT FOR) SALE

9. LANDLORD represents the PROPERTY ____ (is) ____ (is not) for sale (Check one). In the event the PROPERTY is currently for sale the name of the listing sales broker, if any, is _____. LANDLORD represents that if the PROPERTY shall be placed on the market for sale at any time during the term of this AGREEMENT or any extension hereof, LANDLORD will promptly notify LISTING BROKER of the identity of the listing sales broker and that LISTING BROKER may elect to terminate this AGREEMENT at such time, in LISTING BROKER'S sole discretion. In the event that the PROPERTY is sold by LANDLORD to anyone with whom the LISTING BROKER or any cooperating broker is or was negotiating during the term of this AGREEMENT or any extension hereof, LISTING BROKER shall be entitled to a selling commission from LANDLORD in the amount of _____ of the sales price. This settling commission shall also be earned and payable from LANDLORD to LISTING BROKER in the event the tenant procured by LISTING BROKER purchases the PROPERTY during the term specified in the AGREEMENT with or without the existence of a written lease agreement. The settling commission should be earned and payable to LISTING BROKER when the PROPERTY is sold and title is transferred and conveyed by LANDLORD to the tenant, or, if not to the tenant, to any other person with whom LISTING BROKER is or was negotiating during the term of this AGREEMENT. LANDLORD will not be obligated to pay such commission if after the expiration of this AGREEMENT. LANDLORD in good faith enters into a valid listing agreement with another New York State licensed real estate broker who receives a commission pursuant to such subsequent agreement.

CREDIT REPORTS

10. LANDLORD hereby authorizes LISTING BROKER to obtain credit reports to the extent permissible by law with respect to any prospective tenant and to provide same to and for the benefit of LANDLORD.

USE OF AUDIO RECORDING DEVICES

11. LANDLORD is advised that it is in violation of NYS Penal Law to mechanically overhear a conversation by having any device (or devices) recording, streaming, or otherwise documenting the conversation of an individual during real-estate related activities at the property (open houses, showing, etc.) if you are not a party to that conversation. If such a device is present and will be operating at any time a potential buyer/tenant is viewing the property, the LANDLORD understands that the listing agent must disclose the presence of the device. OWNER is responsible for notifying LISTING BROKER in writing if such a device is in use or INITIAL HERE _____

ADDITIONAL POINTS

12. During the term of this LISTING AGREEMENT the LANDLORD(S) shall not offer nor show their property for rent to any prospective tenants but shall refer all such prospective tenants to the LISTING BROKER. Additionally nor shall the LANDLORD negotiate the rental of the property with a tenant, other broker, or other person unless the LISTING BROKER participates in such negotiations.

ALL MODIFICATIONS TO BE MADE IN WRITING

13. The LANDLORD and LISTING BROKER agree that no change, amendment, modification or termination of this AGREEMENT shall be binding on any party unless the same shall be in writing and signed by the parties. Text and email confirmation is also acceptable for such changes. Paragraph 19, "Acknowledgment", also contains content regarding changes to LISTING AGREEMENT.

OWNER INITIAL

MAINTENANCE OF THE PROPERTY

14. LANDLORD is responsible for the condition, maintenance and/or utilities for the PROPERTY including snow removal and lawn maintenance. LANDLORD agrees to indemnify and hold harmless the LISTING BROKER and cooperating brokers from any claim arising out of personal injuries to any persons injured on the PROPERTY and/or loss or damage to personal property except if caused by the gross negligence of the LISTING BROKER or cooperating broker. LANDLORD shall have the right to select counsel in such event, subject to the approval of the LISTING BROKER and/or cooperating broker, which approval shall not be unreasonably withheld.

ESCROW AND RECOVERY OF FEES

15. (a) Escrow. If, for any reason, LISTING BROKER is not paid the compensation set forth herein on the due date, LANDLORD shall establish an escrow account with a party mutually agreeable to LISTING BROKER and LANDLORD or a title insurance agent or company, and shall place into said escrow account an amount equal to the compensation set forth herein. The escrow monies shall be paid by LANDLORD to said escrow agent and shall be held in escrow until the parties' rights to the escrow monies have been determined (i) by the written agreement of the parties; (ii) pursuant to an arbitration award; (iii) by order of a court of competent jurisdiction; or (iv) some other process to which the parties agree to in writing.

(b) Attorney Fees. In any action, proceeding or arbitration to enforce any provision of this AGREEMENT, or for damages caused by default, the prevailing party shall be entitled to reasonable attorney fees, costs and related expenses, such as expert witness fees and fees paid to investigators. In the event LISTING BROKER hires an attorney to enforce the collection of any commission due hereunder and is successful in collecting all or any portion thereof with or without commencing a legal action or proceeding, LANDLORD agrees to pay the reasonable attorney fees, costs and related expenses incurred by LISTING BROKER.

INDEMNITY

16. In the event any claim or action is commenced against the LISTING BROKER or a cooperating broker as a result of the LISTING BROKER or cooperating broker obeying the lawful instructions of the LANDLORD or relying on any representations made by LANDLORD with respect to this Agreement, including but not limited to, the legality of the property, then, and in such event, the LANDLORD hereby agrees to defend, indemnify and hold harmless the LISTING BROKER or cooperating broker in any such claim or action. LANDLORD shall have the right to select counsel in such event, subject to the approval of the LISTING BROKER and/or cooperating broker, which approval shall not be unreasonably withheld.

COPYRIGHT NOTICE

17. The LANDLORD authorizes the LISTING BROKER to enter information and any photograph, image, graphics or video recording, virtual tours, drawings, written descriptions, remarks, narratives, pricing information, and other copyrightable elements relating to the PROPERTY whether taken by the LISTING BROKER's agent, supplied by LANDLORD, or otherwise ("LISTING CONTENT"), into a listing content compilation owned by OneKey MLS. The LANDLORD understands and agrees that said compilation is exclusively owned by OneKey MLS who alone possess the right to publish said compilation in any media form it deems appropriate. LISTING CONTENT may be aggregated with that of other properties listed by participants in OneKey MLS, computer online networks and websites and become copyrightable data pursuant to agreements with LISTING BROKER and such other third parties. By the act of submitting any LISTING CONTENT to OneKey MLS, the LISTING BROKER has been authorized to grant and also thereby does grant authority to OneKey MLS to include the LISTING CONTENT in its copyrighted MLS compilation and also in any statistical report. OneKey MLS may license, sell, lease, and commercially utilize its compilation. Among other uses OneKey MLS may license or sell the LISTING CONTENT to aggregators who will aggregate the LISTING CONTENT and resell the same. If any LISTING CONTENT are delivered by LANDLORD to the LISTING BROKER for use in the OneKey MLS compilation, by virtue of such delivery and the execution of this AGREEMENT, the LANDLORD hereby represents and warrants that the LANDLORD either: (1) holds all intellectual property rights including the copyrights of the LISTING CONTENT; or (2) has a nonexclusive, perpetual, royalty-free, worldwide license to copy, distribute, display, create derivative works, and publicly perform the LISTING CONTENT and the right to grant sublicenses through multiple tiers.

18. LANDLORD hereby grants to LISTING BROKER a non-exclusive, irrevocable, worldwide, royalty free license to use, sublicense through multiple tiers, publish, display, reproduce and distribute the LISTING CONTENT or any derivative works thereof. LANDLORD agrees to indemnify LISTING BROKER from any claim of infringement relating to the same. LANDLORD acknowledges and agrees that as between LANDLORD and LISTING BROKER, all LISTING CONTENT developed by either the LANDLORD or the LISTING BROKER is deemed owned exclusively by LISTING BROKER, and LANDLORD has no right, title or interest in it.

ACKNOWLEDGEMENT

19. LANDLORD has read and understands this LISTING AGREEMENT and does hereby acknowledge receipt of a copy thereof. ALL ORAL OR PRIOR AGREEMENTS BETWEEN THE PARTIES ARE HEREBY MERGED INTO THIS AGREEMENT AND THE PARTIES AGREE THAT THEIR RELATIONSHIP SHALL BE GOVERNED SOLELY BY THIS AGREEMENT. This AGREEMENT is the entire agreement between the parties and may not be changed except in a writing signed by both parties. This LISTING AGREEMENT shall be binding upon the parties hereto, and their respective heirs, successors, or assigns as of the EFFECTIVE DATE. For purposes of this LISTING AGREEMENT, "LANDLORD" refers to each and all parties who have an ownership interest in the PROPERTY and the undersigned LANDLORD represents that he/she is/are the sole and exclusive owner and is fully authorized to enter into this LISTING AGREEMENT or has other authorization to do so. As used in this LISTING AGREEMENT, the neuter includes the masculine and feminine, the singular includes the plural and the plural includes the singular, as the context may require. LANDLORD and LISTING BROKER understand that all extensions of this LISTING AGREEMENT must be done in writing and automatic renewals are specifically prohibited by 19 NYCRR§175.15.

OWNER INITIAL

The BROKER OWNER of East Coast Realtors is the only person authorized on behalf of East Coast Realtors to terminate or reduce the expiration date of this listing to have a binding legal force and effect. Such changes made by the listing agent are not valid.

EQUAL OPPORTUNITY IN HOUSING

20. LANDLORD and LISTING BROKER agree that the above listed property is to be listed and marketed in compliance with all Federal, State, Municipal and Local fair housing, human right and civil rights laws concerning discrimination in the sale/rental or properties. LANDLORD and LISTING BROKER agree not to discriminate against any Protected Class in the sale/rent of the Property.

21. EXPLANATION: An "exclusive right to sell" listing means that if you, the LANDLORD 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 LANDLORD 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.

22. If the client, owner of this property is a corporation, partnership, LLP limited liability partnership, LLC limited liability company, or any other business or other entity; then the individual(s) signing this agreement hereby agree to, jointly and severally as applicable personally guarantee the payment and collection of commission, fees, and costs payable under this agreement, on behalf of said entity to East Coast Realtors Inc.

COPY OF PHOTO ID REQUIRED FOR PERSON(S) SIGNING THIS AGREEMENT

PARTIES SIGNATURE

LANDLORD:

DATE:

LANDLORD: _____

DATE: _____

LANDLORD: _____

DATE: _____

LANDLORD: _____

DATE: _____

LISTING BROKER: East Coast Realtors

LISTING AGENT:

DATE:

LISTING AGENT: _____

DATE: _____

CO-LISTING AGENT: _____

DATE: _____

The "EFFECTIVE DATE" of this Agreement shall be latest date entered alongside the parties' signatures

MLS # _____



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

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 agent 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 a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest 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 agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

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 cannot provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do 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 same 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 sales 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

New York State Disclosure Form for Landlord and Tenant

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 representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of 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 sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by _____ of EAST COAST REALTORS
(Print Name of Licensee) (Print Name of Company, Firm or Brokerage)

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 landlord in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure form:

Signature of Landlord(s) and/or Tenant(s):

Date: _____

Date: _____



RENTAL - DISCLOSURE FOR PRE-1978 HOUSING RENTAL AND LEASES
DISCLOSURE OF INFORMATION AND ACKNOWLEDGMENT
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS



Lessor's Name: _____ Property Address: _____

City/State/Zip/Phone: _____

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

(a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

[] Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

[] Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and Reports available to the lessor (check one below):

[] Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

[] Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) Lessee has received copies of all information listed above.

(d) Lessee has received the pamphlet Protect Your Family From Lead in Your Home.

Agent's Acknowledgment (initial)

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852 d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor: _____ Date: _____ Lessor: _____ Date: _____

Lessee: _____ Date: _____ Lessee: _____ Date: _____

Agent: _____ Date: _____ Agent: _____ Date: _____



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by _____ (print name of Real Estate Salesperson/
Broker) of _____ (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.



SELLER/LANDLORD NEGOTIATION AND OFFER INSTRUCTIONS

Property Owner/s

Address of Property

Town

State

Zip

East Coast Realtors Listing Agent

To Whom it May Concern:

Please be advised that I would like all appointments, offers and negotiations to go through my above mentioned listing agent. I do not wish to be contacted by any other person except my listing agent and the Broker of Record of East Coast Realtors, Inc.

I request that any buyer who is interested in my property provide me with a Mortgage Pre-Approval, Credit Report, Verification of Income, and Proof of funds.

I request that any tenant interested in my property whose source of income is not a voucher or has a voucher that does not pay 100% of the rent provide me with a Copy of Photo I.D., 2 Pay Stubs, 2 Years Tax Returns, Employment Letter, Credit Report, and Proof of Funds with letter from bank verifying accounts. If the source of income is a voucher that pays 100% of rent I request a Copy of Photo I.D. and Copy of Voucher and case worker's contact information to verify Voucher.

Addition Instructions: _____

Thank you.

Property Owner

Property Owner