

## What Is Needed To List Your Property Exclusively

There are no upfront costs to list your property with Belize Real Estate MLS

The first thing we do is prepare an Exclusive Listing Agreement for your review and signature. Once executed, we gather the information needed (see Appendix A) to list it on the website. This includes scheduling a photographer to come out to photograph the property. As this is happening, we need you to gather the necessary documents:

Properties owned by a single person or held jointly by multiple individuals should submit:

1. A valid copy of the IDs of each person listed on the property Title  
*(Social Security Card or Passport Bio-Data Page only)*
2. A copy of the Property Title(s)  
*(This can be a Land Certificate, Deed of Conveyance, First Certificate of Title or Minister's Fiat Grant)*
3. A copy of the Property Survey Plan *(Land Survey Map)*
4. A copy of the Property Parcel Index *(Parcel ID Map)*
5. A copy of the most recent Property Tax Statement *(Land Tax)*

Properties held under a company name, we also need the following official Company documents:

1. A copy of the Certificate of Registration
2. A copy of the Articles of Memorandum and Articles of Association
3. A copy of the Latest Annual Filing  
*(Indicating the list of Directors/Shareholders)*
4. A copy of the Certificate of Good Standing
5. A valid copy of all the Directors/Shareholders' IDs  
*(Social Security Card or Passport Bio-Data Page only)*

*Important Note: If the property is made up of several parcels, we will need a copy of each individual Land Title, Survey Plan, and Land Tax Statement.*

Our marketing team works hard so that your property is visible and reaches a wide range of potential buyers, both local and international, through a combination of paid advertising, social media, email marketing, networking, and here on our website.

Our standard commission rate is 6% on the final sale price (**\$250K US+**) of the property plus GST (6% + GST). The commission rate is 8% on the final sale price (**\$100K US - \$249K**) of the property plus GST (8% + GST). The commission rate is 10% on the final sale price (**\$99K US or less**) of the property plus GST (10% + GST).

As an example:

If your property was to sell for \$300,000

Our commission would be  $\$300,000 \times 6\% = \$18,000$

The total GST to be paid would be  $\$18,000 \times 12.5\% = \$2,250$

The total cost of the sale would be  $\$18,000 + \$2,250 = \$20,250$

Your revenue would be  $\$300,000 - \$20,250 = \$279,750$

# Appendix A

Information needed to list your property on the website:

Price (USD): \_\_\_\_\_

Title of Listing: \_\_\_\_\_

Description of Listing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Listing: \_\_\_\_\_

Location:

Property Type:

Seller Financing? If so, details: \_\_\_\_\_

Bedrooms #: \_\_\_\_\_ Bathrooms #: \_\_\_\_\_

Sq. Ft.: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Features: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_