



# Listing Commission Guidelines

OFFICE ADDRESS:

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USA Mobile & Manufactured Home Sales would like to thank you for the opportunity to meet with you. If given the opportunity, we would be honored and extremely grateful to list and SELL your home. We are the EXPERTS in the mobile and manufactured home industry. Nobody works harder for you than our team at USA Mobile & Manufactured Home Sales!

## Reasons to consider listing your home for sale with USA:



We have the most affordable commission rates in the industry.



USA offers FLAT RATE commission Guidelines that help our clients save money.



No costly rising commission scales the competitors use. We only offer flat rates to our clients.



We honor our Military Veterans by offering special rates to those who serve and have served this great country of ours.



Since 2018, the team we have assembled at USA have been involved with over 39 million dollars in gross sales involving mobile & manufactured home sales.



USA handles all the advertising costs associated with selling your home.



There is absolutely no cost to the homeowner to list a home with USA.



USA is the most experienced mobile & manufactured resale sales TEAM in Central Florida!



We advertise on Zillow, Trulia, Realtor.com, and any other websites that promote the sale of mobile & manufactured homes.

## USA Mobile & Manufactured Homes Flat Rate Commission Guidelines:

Listing Price	Commission Flat Rate
Up to \$50,000	\$4,000
\$50,001 to \$75,000	\$4,500
\$75,001 to \$100,000	\$5,000
\$100,001 and up	\$5,500

*Please note: These guidelines will be in effect through the end of July 2025.*



## USA MOBILE & MANUFACTURED HOME SALES LISTING CHECKLIST

MOBILE & MANUFACTURED HOME SALES

Property Address: \_\_\_\_\_

Park: \_\_\_\_\_

Listing Agent 1: \_\_\_\_\_

Listing Agent 2: \_\_\_\_\_

Seller  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Checklist Items: *Forms must be completed and signed*

**YES**

**NO**

- |   |       |       |
|---|-------|-------|
| • Listing Agreement   | _____ | _____ |
| • Copy of Titles or Registration  | _____ | _____ |
| • Copy of Seller Driver's License   | _____ | _____ |
| • Power of Attorney(for each title)   | _____ | _____ |
| • Lien Forms (if needed): <i>Payoff Authorization &amp; Lien Holder Authorization</i> | _____ | _____ |
| • Listing Description Sheet:  | _____ | _____ |
| • Inventory List (if furnished):  | _____ | _____ |
| • Key(s) to Home:   | _____ | _____ |
| • Photos of Home: <i>at least 25 pictures inside and outside</i>                      | _____ | _____ |

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Listing Agreement

OFFICE ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seller: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot: \_\_\_\_\_

Community/Park Name: \_\_\_\_\_

Year: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ VIN: \_\_\_\_\_ Size \_\_\_\_\_

**1. Terms of Sale:** Seller agrees to sell this home upon the following terms, or with the consent of Seller for lesser amount, or upon different terms:

**A. Occupancy:** \_\_\_\_\_

**B. This home is being sold:** \_\_\_\_\_ **Furnished** (*as per the attached inventory list*) \_\_\_\_\_ **Unfurnished**

**C. The following items will be included:**

\_\_\_\_ Dishwasher \_\_\_\_ Washer \_\_\_\_ Dryer \_\_\_\_ Refrigerator \_\_\_\_ Disposal \_\_\_\_ Range/Oven \_\_\_\_ Microwave

**D. This home includes:** all lighting fixtures, fans, carpeting, curtains, drapes, rods and hardware, steps, antennae, awnings, skirting, patio cover, shed, and carport, if now part of the home, except as follows: \_\_\_\_\_

**E. The Seller represents the home includes refrigerator, range/oven, water heater, heat, and air, are all in working order, unless otherwise specified here:**

\_\_\_\_\_  
\_\_\_\_\_ **INITIAL**

**2. Listing Price:** \$ \_\_\_\_\_ (DOLLARS). That in consideration of the finding of a buyer, seller agrees to pay USA Mobile & Manufactured Homes Sales \_\_\_\_\_ % but not less than \$ \_\_\_\_\_ (Dollars) at the time of closing from the disbursement of the proceeds of said sale.

**3. Listing Period:** In consideration of this agreement to us Broker's efforts to find a Buyer for this home, Seller hereby irrevocably grants Broker the sole and exclusive rights to sell this home for the following listing period:  
\_\_\_\_\_ until \_\_\_\_\_ \*(Expiration Date)

If during this period, this home is sold by Broker, Seller, or anyone else; or if Broker provides a buyer ready, willing, and able to purchase this home, or if within 3 months after the expiration date of this listing period a sale is made to any person to whom the home has been shown during the listing period by Broker, Seller, or anyone else, Seller agrees to pay the above Brokerage Fee to USA Mobile & Manufactured Home Sales.

**4. Marketable Title:** In the event of a sale, Seller shall convey or agree to convey the usual transfer documents conveying marketable title. Seller shall also deliver all documents needed prior to closing and to execute all necessary documents to transfer ownership and close the sale.

**5. Photos, Signage, and Access:** Seller grants Broker the right to take photographs of the home during the term and utilize such images, during the term and thereafter in perpetuity. Broker is authorized to put their own signage on this home and remove all other signage. During the term, Broker is authorized to place a lockbox on the home and have interior access at reasonable hours to show the home.

**6. Peaceful Possession and Liens:** Seller represents that they are in peaceful possession of this home and that their title(s) is/are clear and marketable, subject only to the following liens or obligations:

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Account #:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**7. Transaction:** USA Mobile and Manufactured Home Sales is a licensed Mobile Home Brokerage, under the laws of the State of Florida. Seller acknowledges and understands that this home listing is not a real estate transaction and is not governed and/or regulated as such.

\_\_\_\_\_  
\_\_\_\_\_ **INITIAL**

**8. Safety Compliance:** Seller hereby agrees to comply with all safety laws and regulations affecting the sale of this home, including provisions for the fire extinguishers and smoke detector, as required.

**9. Deposit:** In the event Broker presents Seller with a valid Sales and Purchase Agreement with a buyer and the buyer fails to fulfill their obligations required to close, forfeiting buyers deposit, the Broker shall retain the full deposit up to agreed upon Brokerage Amount as described in Section 2.

**10. Taxes and Assessments:** Seller is responsible for all due and past due tangible taxes, registrations, and park rents owed on this home prior to closing.

**11. Default:** Should Seller default in payment of the fees due under this agreement for more than fifteen days from the date they are due to be paid, interest shall accrue at 1.5% per month, or such maximum amount allowed by law. If placed in the hands of an attorney for collection or enforcement of this agreement, all attorneys' fees and costs shall be paid by Seller.

**12. Special Clauses / Instructions:**

By signing, Seller agrees and certifies that they have read and agreed to the above terms and conditions. All listing contracts are subject to Broker approval.

**Seller:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seller:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seller Email:** \_\_\_\_\_

**Seller Phone:** \_\_\_\_\_

**Listing Agent:** \_\_\_\_\_

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

**USA Listing Agent**



**Agent:** \_\_\_\_\_

Date: \_\_\_\_\_

Please use blank lines to write in extra items included in the home that are not listed already.

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**POWER OF ATTORNEY FOR A MOTOR VEHICLE, MOBILE HOME, VESSEL or VESSEL with TRAILER**

**Please submit this form to your local tax collector office or license plate agent.**

[www.flhsmv.gov/locations/](http://www.flhsmv.gov/locations/)

As of today, \_\_\_/\_\_\_/\_\_\_, I/we hereby name and appoint, \_\_\_\_\_,  
(Full Legibly Printed Name is Required)

to be my/our lawful attorney-in-fact to act for me/us, in applying for an original or duplicate certificate of title, to register, transfer title, or record a lien to the motor vehicle, mobile home, vessel, or vessel with a trailer described below, and to print my/our name and sign their name, in my/our behalf. My attorney-in-fact can also do all things necessary to the application or any other related instrument and to bind me/us in as sufficient a manner as I/we or myself/ourselves could do, were I/we personally present and signing the same.

With full power of substitution and revocation, I/we hereby ratify and confirm whatever my/our said attorney-in-fact may lawfully do or cause to be done in the virtue hereof.

Please check only one of the following options:

☐ Motor Vehicle      ☐ Mobile Home      ☐ Vessel      ☐ **Vessel with an Untitled Trailer**  
*(Trailers less than 2,000 pounds)*      ☐ **Vessel with a Titled Trailer**  
*(Trailers 2,000 pounds or more)*

Year	Make/Manufacturer	Body Type	Title Number	Vehicle Identification Number (VIN)/ Hull Identification Number (HIN)

**NOTICE TO OWNER(S):** Please complete this form in its entirety prior to signing.

**Under penalties of perjury, I/we declare that I/we have read the foregoing document and that the facts stated in it are true.**

Legibly Printed Name of Owner ("Grantor")		Signature of Owner ("Grantor")	
Driver License, Identification Card or FEID Number of Owner		Date of Birth of Owner, if applicable	
Owner's Address	City	State	Zip Code
Legibly Printed Name of Co-Owner ("Grantor"), if applicable		Signature of Co-Owner ("Grantor")	
Driver License, Identification Card or FEID Number of Co-Owner		Date of Birth of Co-Owner, if applicable	
Co-Owner's Address	City	State	Zip Code

This non-secure power of attorney form may be used when an individual or entity appointed as the attorney-in-fact will be completing the odometer disclosure statement as the buyer only or the seller only. However, this form cannot be used to allow an individual or entity (such as a dealership) to sign as both buyer and seller for the purpose of disclosing the odometer reading. This may be accomplished only with the secure power of attorney (HSMV 82995) when:

- (a) the title is physically being held by the lienholder; or
- (b) the title is lost.

A licensed dealer and his/her employees are considered a single entity. The Owner and/or Co-owner must be the same for ALL vehicles, mobile homes, vessels, or vessels with a trailer listed above.

# Listing Description Form



*\*Please send header and typed description via email, PDF, or Microsoft Word*

Date: \_\_\_\_\_ Price: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

LA 1: \_\_\_\_\_ LA 2: \_\_\_\_\_ Source: \_\_\_\_\_

VIN: \_\_\_\_\_ Title 1: \_\_\_\_\_ Title 2: \_\_\_\_\_ Title 3: \_\_\_\_\_  
Title 4: \_\_\_\_\_

Street Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Showing Instructions (Code?): \_\_\_\_\_ Occupancy: \_\_\_\_\_

Park: \_\_\_\_\_ Lot Rent: \_\_\_\_\_

Rent	<b>Lawn</b>	<b>Sewer</b>	<b>Trash</b>	Park Amenities:	Laundry in Building	Gym
Codes:	<b>Water</b>	<b>Irrigation</b>	<b>Cable</b>		Rec Room	Pool
					Tennis Court	Pets Allowed
					Storage Available	Golf
					Gated	Clubhouse
					Playground	55+ Community

Manufacturer: \_\_\_\_\_ Sq.Ft.: \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Year: \_\_\_\_\_

Exterior Color: \_\_\_\_\_ Appliance Color: \_\_\_\_\_

Flooring: \_\_\_\_\_ Bed: \_\_\_\_\_ Bath: \_\_\_\_\_

Furnace: \_\_\_\_\_ Water Heater: \_\_\_\_\_ Roof Type: \_\_\_\_\_ Skirting: \_\_\_\_\_  
*Electric, Gas                      Electric, Gas                      Shingled, Rubber, R/O, Metal                      Vinyl, Aluminum, Brick, Stucco*

<input type="checkbox"/> Tiedowns	<input type="checkbox"/> Raised Slab	<input type="checkbox"/> Garage	<input type="checkbox"/> Carport	<input type="checkbox"/> Double Driveway
<input type="checkbox"/> Sun Room	<input type="checkbox"/> Florida Room	<input type="checkbox"/> Screen Porch	<input type="checkbox"/> Patio	<input type="checkbox"/> Patio (Covered)
<input type="checkbox"/> Deck	<input type="checkbox"/> Pantry	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Smoke-Free Home
<input type="checkbox"/> Motorport	<input type="checkbox"/> Storage Shed	<input type="checkbox"/> Irrigation System		
<input type="checkbox"/> Cathedral Ceiling	<input type="checkbox"/> Skylight	<input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Garden Tub
<input type="checkbox"/> Range/Oven	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Microwave (Built-in)
<input type="checkbox"/> Clothes Washer	<input type="checkbox"/> Clothes Dryer	<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Central A/C	<input type="checkbox"/> Window A/C
<input type="checkbox"/> Gutters	<input type="checkbox"/> Thermopane	<input type="checkbox"/> Storm Windows	<input type="checkbox"/> Shutters	<input type="checkbox"/> Awning

*\* This information is believed to be correct, but not warranted.*

Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Email: \_\_\_\_\_



MOBILE & MANUFACTURED HOME SALES

www.usasellsmobilehomes.com

## PAYOFF AUTHORIZATION

☐ Office Address: \_\_\_\_\_

☐ Office Phone Number: \_\_\_\_\_

☐ Office Fax Number: \_\_\_\_\_

To: \_\_\_\_\_  
Bank Name

Re: Loan Number: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

**I/WE, HEREBY AUTHORIZE USA MOBILE & MANUFACTURED HOME SALES, TO  
OBTAIN ALL PAYOFF INFORMATION ON THE ACCOUNT LISTED ABOVE.**

**Information of secured property:**

ID: \_\_\_\_\_ Title No(s): \_\_\_\_\_

Home location: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State & Zip

Payoff Amount Good thru: \_\_\_\_\_

Per Diem Amount (Per Day): \_\_\_\_\_

**Please include payoff instructions and fax to Office Listed Above:**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security No.



MOBILE & MANUFACTURED HOME SALES

[www.usasellsmobilehomes.com](http://www.usasellsmobilehomes.com)

## LIEN HOLDER AUTHORIZATION

☐ Office Address: \_\_\_\_\_

☐ Office Phone Number: \_\_\_\_\_

☐ Office Fax Number: \_\_\_\_\_

**Attention:**

I/We hereby authorize our Lien holder to accept the payoff on our loan from USA Mobile & Manufactured Home Sales, and the title(s) should be released and mailed to:

<b>AGENT FILLS IN This Portion</b>	{	USA Mobile & Manufactured Home Sales	}
		ATTN: _____	
		_____	

Seller Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_