



**mylisting.com**  
buy · sell · rent

### [MyListing.com Sales Rep Opportunity](#)

If you're looking for a great opportunity to work in the real estate industry that doesn't require you to go back to school or pay expensive licensing fees than becoming a MyListing.com sale representative is perfect for you.

Our Sales Representative positions are perfect for any entrepreneur type person whether you've just graduated school or are a retiree that isn't quite ready to retire. The other great thing about becoming a MyListing.com rep is that there is no experience or schooling required; just a keen desire to help market and promote people to sell their homes by owner. As a MyListing.com sales representative you can work from home under your own schedule and best of all you don't have the heavy monthly expenses like being a realtor.

**Be your own Boss, Work from Home, Make excellent Money, No Start Up Costs, Start TODAY and Have a great time doing it...**

- Work from home in an exciting new business venture.
- Be your own boss and work the hours that work for you and your clientele
- No Real Estate License Required
- No License Fees
- No Monthly Brokerage Fees
- Opportunity to make above average Salary-Commission based
- No computer experience required
- Sales and marketing experience preferred
- Must be an ethical person that will follow the MyListing.com policies & procedures.
- Full Time or Part time
- Make this an extra income opportunity – Hold 2 jobs
- Flexible Hours
- Work with a great team
- Territory Owner Support

1-888-280-LIST (5478)

Your Commission-Free Real Estate Listing Service

## Job duties

A MyListing.com sales representative is responsible to get as many listings as possible to ensure their success as the job is commission based. They will achieve this by displaying a great attitude towards the MyListing.com products and services through networking, promoting, and marketing within the boundaries supplied.

## Listing Expectations

- Ordering customers contact information for the signage at the expense of the Area owner
- Installation and removal of required lawn signage
- Taking photos of listing if required in your local area – Pro & Pay Later Options Only.
- Local customer support and service.
- Get necessary promissory note signed & faxed to Head Office for the Pay Later Packages.

Note: As a MyListing.com representative you will not be involved with showing the property, answering any questions about the property, not involved with any of the negotiations, and not talking to any of the buyers.

## The Do's and Don'ts As a MyListing.com Rep

As a MyListing.com sales representative you are not a licensed Realtor® so having said that there are specific areas in a real estate transactions in which you as a representative absolutely CANNOT do. These are as followed:

Please initial beside each one to know that you are aware.

DO NOT – Answer any questions about the property listing in general – Buyers or sellers	
DO NOT – Negotiate Nothing – or be involved with negotiating the sale PERIOD	
DO NOT – Show The Property to buyers	
DO NOT – Assist with purchase agreements or contracts	
DO NOT – Answer questions about market evaluations or value of the home or property	

The answers to the above DON'TS – (Be a professional at referring)

DO – Refer the customer to the appropriate sellers ID# or Phone # corresponding to the listing in question.	
DO – Refer the customer to the appropriate sellers ID# or Phone # corresponding to the listing in question.	
DO – refer the customer to the seller or website for Showing Dates & Times	
DO – Refer the seller to an appropriate lawyer or notary.	
DO – Refer the seller to an appraisal office or <a href="http://www.mylandcor.com">www.mylandcor.com</a> or a real estate professional	

## Percent and Payment Per Listing to Sales Rep

### Seller Packages

- Internet ad- 20% of rate or \$20 per unit sold
- Standard Ad- 20% of rate or \$50 per unit sold
- Professional- 30% of rate or \$ \$148 per unit sold
- Pay Later- 30% of rate or \$315 per unit sold if sold

If you figure that in most cities there are around 200 homes that get listed a day and about 2000-4000 total listings a month. With that being said "There is lots of listings out there for all that provide great service". How many can you get?

### Rental Packages

- Basic ad- 20% of rate or \$5 per unit sold
- Professional Ad- 20% of rate or \$12 per unit sold

### Roommate Listings

- Each Listing - 20% of rate or \$2 per unit sold

### Examples of the Possible Sales Rep Incomes.

5 Internet Ads- \$100 4 Standard - \$199 6 Pro- \$888 1 Pay Later- \$315	4 Internet Ads- \$80 4 Standard - \$199 8 Pro- \$1184 6 Pay Later- \$1890	3 Standard - \$150 14 Pro- \$2072 10 Pay Later- \$3150	15 Pro- \$2220 15 Pay Later- \$4725	15 Internet Ads- \$300 20 Standard - \$1000 40 Pro- \$5920 3 Pay Later- \$945
----- \$1,512 Per Month	----- \$3,353 Per Month	----- \$5,372 Per Month	----- \$6,945 Per Month	----- \$8,165 Per Month

### How and when do you get paid.

- HOW: By getting any of your contacts or sales to make sure they input your "Associate ID #" (we supply you this) in its appropriate line on the website. This will ensure your name will be associated to that listing for the end of the month. Pay Later Programs – get paid when the listing sells therefore payments for these you get paid when the listing sells as well.
- This is a mandatory field for the customer to fill in online or there is a check box that states they have not talked to a specific Sales Representative at all. Then they may proceed with listing info.
- The checks will be calculated up on any prepaid listings as well as any sold "Pay Later" listings by the 28<sup>th</sup> Day of each month.
- If for some reason there is a conflict please refer back to your Area Operator or contact Head Office for conclusions.

## Benefits of being a MyListing.com Sales Representative

As a MyListing.com sales representative working for yourself and from home you will more than likely be entitled to start getting some tax write-offs and benefits as well. Here are some examples of things you may want to keep track of from now on.

- An Area in your Home for your office
- Hydro
- Phone bill / Cell bill or Pager bills
- A percent of your fuel costs
- Vehicle Insurance
- Any photocopying or printed matter
- Marketing Signs
- Office Supplies
- Computer / Laptop

### REMEMBER With This Position You Get to:

- Work from home for yourself as a contractor or consultant based
- Part Time or Full Time- It's up to you.
- Hold your full time job and work MyListing.com as a part time rep
- Great pay Commission Based
- No Experience Necessary
- Supplied Training packages
- Have On Going Support
- No Need for schooling or license fees.
- Reap the benefits from write-offs

## Your MyListing.com Marketing Start Up Kit

- Sales Representative Binder & Reference Manual
- 2 of 12" x 24" 1 sided Marketing Signs: These are used to advertise your personal name & contact numbers. You may even think of adding your photo as well. These are a pole marketing sign or a lawn sign which ever you can do.
- 1 set- Personal Car Decals – (optional)
- ¼ page marketing Flyers in which you can personalize
- Master Copies of all Poster Pin Ups or pull tab marketing.

## [MyListing.com Listing Packages](#)

### FOR SALE PACKAGES

#### **Option 1 - Internet Ad – (\$99 plus tax) "Do It Yourself"- 6 Months**

This package is tailored to existing FSBO customers to double their exposure on more than one website, and is also great for realtors, builders/developers to increase exposure to their current marketing strategies.

<b>01</b>	No Sign Package Included.
<b>02</b>	6 months on the internet with world wide exposure.
<b>03</b>	Input eight pictures, and text describing your properties best features.
<b>04</b>	Monthly update reports showing your homes internet activity.
<b>05</b>	Free easy to use open house feature allows you to input your own dates and times for directing potential buyers to view your property.
<b>06</b>	Toll Free 24/7 Technical Support

#### **Option 2 - Standard Package – (\$249 plus tax) "Do It Yourself" - 6 Months**

By choosing the standard package you will have enough tools to get your home sold by owner, but you may want to consider the extra benefits of the Professional Package.

<b>01</b>	Professional lawn sign for your front lawn.
<b>02</b>	6 months on the internet with world wide exposure.
<b>03</b>	Input eight pictures, and text describing your properties best features.
<b>04</b>	Two directional signs to get buyers to find your house.
<b>05</b>	FREE offer to purchase contract for your buyer.
<b>06</b>	Use our affiliated lawyer assistance program in participating towns to help with the offer to purchase and closing of your real estate transaction which is also commission free (mylisting.com does not pay for lawyer fees).
<b>07</b>	A manual sent to your house with tips for selling your house yourself commission-free.
<b>08</b>	Monthly update reports showing your homes internet activity.
<b>09</b>	Free easy to use open house feature allows you to input your own dates and times for directing potential buyers to view your property.
<b>10</b>	Toll Free 24/7 Technical Support

### Option 3 - Professional Package –(\$495 plus tax) "We Do It For You" - 6 Months

This is the ultimate for sale by owner package. Compared to the thousands who list with realtors; just look what you get below for only \$495 with mylisting.com. With this kind of exposure your home has SOLD written all over it...

- 01 Professional lawn sign for your front lawn or a window sign for your condo.
- 02 Three Open house signs and two for sale directional signs to get buyers to find your house.
- 03 6 months on the internet with world wide exposure.
- 04 40 colour feature sheets prepared by us.
- 05 FREE offer to purchase contract for your buyer.
- 06 Use our affiliated lawyer assistance program in participating towns to help with the offer to purchase and closing of your real estate transaction which is also commission free (mylisting.com does not pay for lawyer fees).
- 07 A manual sent to your house with tips for selling your house yourself commission-free.
- 08 Pre-approval to qualify your buyers using our affiliated mortgage companies in participating towns.
- 09 24 Hour automated voice information hotline specifically coded on your sign for buyers to get instant access to information on your home as they drive by.
- 10 Monthly update reports showing your homes Internet activity.
- 11 Input eight pictures and text describing your home best features.
- 12 FREE Slideshow Presentation Created for your property. (\$49 Value)
- 13 How much is my home worth? Option to receive a free market evaluation with our affiliated agents in participating areas.
- 14 Free email auto-notification to buyers. This service will send out your listing as soon as you submit your property to us to all the buyers and agents that have the same search criteria that matches your homes features.
- 15 Free easy to use open house feature allows you to input your own dates and times for directing potential buyers to view your property.
- 16 Toll Free 24/7 Technical Support

#### Option 4 – Pay Later Program – (\$1250.00 plus tax) - 6 Months

This is the For Sale by Owner package you've all been waiting for. One that you can pay after your home sells!!!. Still a very low Fee compared to what you'd pay with a realtor, but this package tops them all.

- 01 Professional lawn sign for your front lawn, or a window sign for your condo.
- 02 Three Open house signs and two for sale directional signs to get buyers to find your house.
- 03 6 months on the internet with world wide exposure.
- 04 40 colour feature sheets prepared by us.
- 05 FREE offer to purchase contract for your buyer.
- 06 **MyListing.com includes a \$200.00 CREDIT Towards a lawyer of your choice to help complete your purchase contract.**
- 07 A manual sent to your house with tips for selling your house yourself commission-free.
- 08 Pre-approval to qualify your buyers using our affiliated mortgage companies in participating towns.
- 09 24 Hour automated voice information hotline specifically coded on your sign for buyers to get instant access to information on your home as they drive by.
- 10 Monthly update reports showing your homes Internet activity.
- 11 Input up to eight pictures taken by our MyListing.com representative, and text detailed by you describing your homes best features.
- 12 FREE Slideshow Presentation Created for your property prepared by MyListing.com. (\$49 Value)
- 13 Free email auto-notification to buyers. This service will send out your listing as soon as you submit your property to us to all the buyers and agents that have the same search criteria that matches your homes features.
- 14 Free easy to use open house feature allows you to input your own dates and times for directing potential buyers to view your property.
- 15 Toll Free 24/7 Technical Support

Here's how it works:

1. Give MyListing.com a call to organize a consultation. 1.888.280.5478
2. A MyListing.com representative will get you started by taking all the necessary photos, installing your entire signage package, run you through the complete MyListing.com package, and have you sign the necessary MyListing.com promissory note of payment.
3. You're now listed and ready to sell your home by owner commission free.
4. You have a six month selling period with MyListing.com.
5. Once you have a qualified buyer, you can use your \$200.00 CREDIT to have a lawyer of your choice to help you with the contract.
6. Once everything has been completed your Marketing fee to MyListing.com will be payable upon the closing of your deal.
7. If the property doesn't sell within the expiry date you owe us nothing, a MyListing.com representative will pick up all the necessary signage.
8. In the event you do not require a lawyer's assistance to complete your purchase contract; or you retain a real estate agent, MyListing.com will credit the \$200.00 off the final payment.

## RENTAL CENTRE PACKAGES

### **Option 1 - Professional – (\$59.99 plus tax) "Do It Yourself"- 2 Months**

- 01** Includes a 24" x 24" professional For Rent Sign with a unique ID# as well as your contact #.
- 02** 2 months on the internet with world wide exposure.
- 03** Input eight pictures, and text describing your properties best features.
- 04** Monthly update reports showing your homes internet activity.
- 05** Toll Free 24/7 Technical Support

### **Option 2 - Basic – (\$24.99 plus tax) "Do It Yourself"- 2 Months**

- 01** No Sign Included
- 02** 2 months on the internet with world wide exposure.
- 03** Input eight pictures, and text describing your properties best features.
- 04** Monthly update reports showing your homes internet activity.
- 05** Toll Free 24/7 Technical Support

## ROOMMATE PACKAGES

### **Option 1 - Basic – (\$9.99 plus tax) "Do It Yourself"- 2 Months**

- 01** Find that perfect roommate & fill that room fast
- 02** 2 months on the internet with world wide exposure.
- 03** Toll Free 24/7 Technical Support

## Getting Started

To get things going right away. Start by forming your own network of people that can help you get the word about your new career:

- Email, phone, mail all your friends, family members, co-workers; tell them all about your involvement in the real estate industry and your new job, also what and how you could help them save money. Ask them if they know anyone who may be selling or renting their property that they should call you first.
- Go downtown meet a ton of related professionals:
  - Mortgage Brokers
  - Real Estate Appraisers
  - Lawyers or Notaries

All these types of professionals may allow you to leave flyers, business cards, or brochures in their offices. Get ones working that will help your personal clientele etc... Some other MyListing.com Sales Reps may have already talked to this professional so again finds ones which will help you.

- Go around town to: Coffee shops, retail stores, hairdressers, restaurants, Laundromats, grocery stores, large offices, retirement boards, info boards or anywhere you can think of that will post up on there coffee room boards or post it boards your marketing pin-ups or pull tab marketing.
- Always be networking and talking to people by letting them know you're in the by owner real estate industry with a company called Mylisting.com. Get them to call you directly so you can show them how they can save thousands when selling their home. With the Mylisting.com system you get more professionals helping sell your home cheaper than the price of one realtor. (Appraiser, Mylisting.com Sales Rep, Lawyers).
- Phone any For Sale by Owners in your areas papers, buy & sells, or online, set up appointments to visit them and explain how MyListing.com can help them.
- Stop and talk to any home or property that you've seen signs up for a long time including Realtor® listings etc...

## Representative TO DO Checklists for Each Listing you Create

### Internet Listing

1. \_\_\_\_\_ Prospect Listing
2. \_\_\_\_\_ Ensure the customer inputs my Sales Rep ID # when submitting

### Standard Listing

1. \_\_\_\_\_ Prospect Listing
2. \_\_\_\_\_ Ensure the customer inputs my Sales Rep ID # when submitting
3. \_\_\_\_\_ Email Head Office or the Area Owner to process and send out sign package.
4. \_\_\_\_\_ Monthly Customer Service calls

### Professional Listing

1. \_\_\_\_\_ Prospect Listing
2. \_\_\_\_\_ Ensure the customer inputs my Sales Rep ID # when submitting
3. \_\_\_\_\_ Required to Take 8 pictures that showcase the property- schedule with homeowner
4. \_\_\_\_\_ Send them to pictures@mylisting.com with customers name or submit them yourself logged on as the customer's member ID
5. \_\_\_\_\_ Install Necessary Signage where customer prefers
6. \_\_\_\_\_ Pick up signs when sold
7. \_\_\_\_\_ Send back or drop off to Head Office or Area Owner

### Pay Later

1. \_\_\_\_\_ Prospect Listing
2. \_\_\_\_\_ Ensure the customer inputs my Sales Rep ID # when submitting
3. \_\_\_\_\_ Get Customer to sign the Required Promissory Note & Send to Area Owner or Head Office.
4. \_\_\_\_\_ Required to Take 8 pictures that showcase the property- schedule with homeowner
5. \_\_\_\_\_ Send them to pictures@mylisting.com with customers name or submit them yourself logged on as the customer's member ID
6. \_\_\_\_\_ Install Necessary Signage where customer prefers
7. \_\_\_\_\_ Periodic Customer Service
8. \_\_\_\_\_ Pick up signs when sold
9. \_\_\_\_\_ Send back or drop off to Head Office or Area Owner

### Rental Professional or Basic

1. \_\_\_\_\_ Prospect Listing
2. \_\_\_\_\_ Ensure the customer inputs my Sales Rep ID # when submitting
3. \_\_\_\_\_ Professional Listing only requires a sign to be sent and made by area owner or Head Office.





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**Sales Representative Agreement**

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I \_\_\_\_\_ confirm that I'm a commission based sales representative for Mylisting.com Holdings Inc. and that I only get paid for the listings I create as per the rates in the sales representative manual.

I \_\_\_\_\_ acknowledge and accept that Mylisting.com Holdings Inc. Head Office will be processing payments after every listing that has been submitted with my assigned Representative ID number or personal name attached to it. I \_\_\_\_\_ also acknowledge and accept that Head Office will be sending me or my licensee all my payments made in a bi weekly term on the 15<sup>th</sup> and the last day of every month.

I \_\_\_\_\_ acknowledge that at the end of the year Mylisting.com Holdings Inc. will issue a T4A Form from the Government of Canada that states all the income earned for that year.

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Mylisting.com Head Office  
(Head Office or Licensee)

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Sales Representative