

DISCLAIMER:

Forms are created with a view to identify and satisfy general needs. The pre-set portion of any Form is complex and can be difficult to understand.

Be advised that the explanations contained herein are not meant to be a full and complete discussion of the meanings and implications of each provision, paragraph or section in each Form. The explanations are meant only to be a general simple overview and are not meant to replace the full text and legal ramifications of each Form and any provision, paragraph or section therein.

It is important and mandatory to understand that the use of a Form does not apply to every circumstance and extreme care should be exercised in that respect.

Everyone is encouraged and it is recommended that everyone seek and obtain professional advice to ensure a complete and accurate understanding of any Form and not rely on the explanations contained herein.

TAKE NOTE THAT EVERY REAL ESTATE TRANSACTION IS UNIQUE AND THE OTTAWA REAL ESTATE BOARD DOES NOT WARRANT AND IS NOT LIABLE OR RESPONSIBLE IN ANY WAY FOR THE ADEQUACY, SUFFICIENCY, APPLICABILITY, ACCURACY OR SUITABILITY OF ANY OF THE EXPLANATIONS OR PROVISIONS HEREINAFTER SET OUT.

PROCEED TO NEXT PAGE ...

SAMPLE

GENERAL USE: This Form is a contract between a Landlord and a real estate company that gives the real estate company permission to act on the Landlord's behalf when the property for lease is in the open market. A written agreement is necessary in order to secure commission and to ensure compliance with the REBBA Code of Ethics.

TOP SECTION OF THE AGREEMENT: The section at the top identifies the parties involved in the Agreement and sets the time frame for which the contract is valid. Ontario's governing body for real estate Salespeople, the Real Estate Council of Ontario (RECO), requires that the Landlord(s) initial if the listing period extends beyond six months.

This is a **Multiple Listing Service® Agreement** (Landlord's Initials) **OR** **This Listing is Exclusive** (Landlord's Initials)

BETWEEN:

BROKERAGE:

..... (the "Listing Brokerage")

LANDLORD (Lessor): (the "Landlord")

In consideration of the Listing Brokerage listing the property **for lease** known as

..... (the "Property")

the Landlord hereby gives the Listing Brokerage the **exclusive and irrevocable** right to act as the Landlord's agent, **commencing** at 12:01 a.m. on the day of, 20....., **until** 11:59 p.m. on the day of, 20..... (the "Listing Period"),

Landlord acknowledges that the length of the Listing Period is negotiable between the Landlord and the Listing Brokerage and, if an MLS® listing, may be subject to minimum requirements of the real estate board, however, in accordance with the Real Estate and Business Brokers Act of Ontario (2002), **if the Listing Period exceeds six months, the Listing Brokerage must obtain the Landlord's initials.** (Landlord's Initials)

to offer the property **for lease** at a rent of:

and upon the terms particularly set out herein, or at such other rent and/or terms acceptable to the Landlord. It is understood that the rent and/or terms set out herein are at the Landlord's personal request, after full discussion with the Listing Brokerage's representative regarding potential market rent of the Property.

The Landlord hereby represents and warrants that the Landlord is not a party to any other listing agreement for the Property or agreement to pay commission to any other real estate brokerage for the lease of the property.

1. DEFINITIONS AND INTERPRETATIONS: The following section defines who will be referred to as the Tenant and Landlord for the remainder of the document.

1. DEFINITIONS AND INTERPRETATIONS: For the purposes of this Listing Agreement ("Authority" or "Agreement"), "Landlord" includes lessor and a "tenant" includes a lessee, or a prospective lessee or tenant. A lease includes any rental agreement, sub-lease or renewal of a lease. The "Property" shall be deemed to include any part thereof or interest therein. A "real estate board" includes a real estate association. This Agreement shall be read with all changes of gender or number required by the context. For purposes of this Agreement, anyone introduced or shown the property shall be deemed to include any spouse, heirs, executors, administrators, successors, assigns, related corporations and affiliated corporations. Related corporations or affiliated corporations shall include any corporation where one half or a majority of the shareholders, directors or officers of the related or affiliated corporation are the same person(s) as the shareholders, directors, or officers of the corporation introduced or shown the property.

2. COMMISSION: The following section declares the total fee that the Landlord has agreed to pay to the real estate company if they are successful in leasing the property. It also indicates a period of days after the expiry of the contract that the real estate company is entitled to their fee, if the Landlord ends up leasing the property privately to a Tenant who was introduced or shown to the property within the contract period. This is known as the "holdover period".

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

2. COMMISSION: In consideration of the Listing Brokerage listing the Property, the Landlord agrees to pay the Listing Brokerage a commission of

.....
.....
.....

for any valid offer to lease the Property from any source whatsoever obtained during the Listing Period and on the terms and conditions set out in this Agreement **OR** such other terms and conditions as the Landlord may accept.

The Landlord further agrees to pay such commission as calculated above if an agreement to lease is agreed to or accepted by the Landlord or anyone on the Landlord's behalf within.....days after the expiration of the Listing Period (**Holdover Period**), so long as such agreement is with anyone who was introduced to the property from any source whatsoever during the Listing Period or shown the property during the Listing Period. If, however, the offer for the lease the Property is pursuant to a new agreement in writing to pay commission to another registered real estate brokerage, the Landlord's liability for commission shall be reduced by the amount paid by the Landlord under the new agreement.

The Landlord further agrees to pay such commission as calculated above even if the transaction contemplated by an agreement to lease agreed to or accepted by the Landlord or anyone on the Landlord's behalf is not completed, if such non-completion is owing or attributable to the Landlord's default or neglect, said commission to be payable on the earlier of the date of occupancy by the tenant or the execution of the lease or the date set for commencement of the lease or tenancy.

The Landlord acknowledges and agrees that, for any lease the Listing Brokerage arranges, any provisions for a period of free rent, abatement of rent, or rent inducement will not affect the calculation of the commission or other remuneration payable hereunder. The commission or other remuneration will be calculated on the basis of rent that, but for such free rent, abatement or rent inducement, would otherwise be payable.

If a lease the Listing Brokerage arranges contains an option to extend or renew, the Landlord agrees to notify the Listing Brokerage of the exercising of said option and to pay the Listing Brokerage upon the exercising of the said option or any future option, a further commission

of.....

of the total rent for the term of such lease extension or renewal. It is understood and agreed that the said further commission is to be paid on the earlier of the date of execution of the extension or renewal or the date the extension or renewal commences. If a tenant to whom the Listing Brokerage rented or leased the Property effects an offer to purchase the Property during the tenancy period or any renewal of the tenancy agreement, the Landlord agrees

to pay the Listing Brokerage a commission of.....% of the sale price of the Property or for the purchase of the Property.

Any deposit in respect of any agreement where the transaction has been completed shall first be applied to reduce the commission payable. Should such amounts paid to the Listing Brokerage from the deposit or by the Landlord's solicitor not be sufficient, the Landlord shall be liable to pay to the Listing Brokerage on demand, any deficiency in commission and taxes owing on such commission.

In the event the tenant fails to complete the lease and the deposit becomes forfeited, awarded, directed or released to the Landlord, the Landlord then authorize the Listing Brokerage to retain as agreed compensation for services rendered, fifty (50%) per cent of the said deposit (but not to exceed the commission payable had a lease been consummated) and to pay the balance of the deposit to the Landlord.

All amounts set out as commission are to be paid plus applicable taxes on such commission.

3. REPRESENTATION: *The following section confirms that the Salesperson has explained the different types of agency relationships that may occur in a real estate transaction. It also authorizes the real estate company to co-operate with any other real estate companies to market the Landlord's property, and breaks down the commission sharing structure between the parties.*

3. REPRESENTATION: The Landlord acknowledges that the Listing Brokerage has provided the Landlord with written information explaining agency relationships, including information on Landlord Representation, Sub-agency, Tenant Representation, Multiple Representation and Customer Service.

The Landlord authorizes the Listing Brokerage to co-operate with any other registered real estate brokerage (co-operating brokerage), and to offer to pay the co-operating brokerage a commission of.....

..... out of the commission the Landlord pays the Listing Brokerage. The Landlord understands that unless the Landlord is otherwise informed, the co-operating brokerage is representing the interests of the tenant in the transaction. The Landlord further acknowledges that the Listing Brokerage may be listing other properties that may be similar to the Landlord's Property and the Landlord hereby consents to the Listing Brokerage acting as an agent for more than one landlord without any claim by the Landlord of conflict of interest. Any commission payable to any other brokerage shall be paid out of the commission the Landlord pays the Listing Brokerage. The Landlord hereby appoints the Listing Brokerage as the Landlord's agent for the purpose of giving and receiving notices pursuant to any offer or agreement to lease the Property.

MULTIPLE REPRESENTATION: The Landlord hereby acknowledges that the Listing Brokerage may be entering into tenant representation agreements with tenants who may be interested in leasing the Landlord's Property. In the event that the Listing Brokerage has entered into or enters into a tenant representation agreement with a prospective tenant for the Landlord's Property, the Listing Brokerage will obtain the Landlord's written consent to represent both the Landlord and the tenant for the transaction at the earliest practical opportunity and in all cases prior to any offer to lease being submitted or presented.

The Landlord understands and acknowledges that the Listing Brokerage must be impartial when representing both the Landlord and the tenant and equally protect the interests of the Landlord and tenant. The Landlord understands and acknowledges that when representing both the Landlord and the tenant, the Listing Brokerage shall have a duty of full disclosure to both the Landlord and the tenant, including a requirement to disclose all factual information about the property known to the Listing Brokerage.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

However, the Landlord further understands and acknowledges that the Listing Brokerage shall not disclose:

- that the Landlord may or will accept less than the listed rent, unless otherwise instructed in writing by the Landlord;
- that the tenant may or will pay more than the offered rent, unless otherwise instructed in writing by the tenant;
- the motivation of or personal information about the Landlord or tenant, unless otherwise instructed in writing by the party to which the information applies or unless failure to disclose would constitute fraudulent, unlawful or unethical practice;
- the rent the tenant should offer or the rent the Landlord should accept; and
- the Listing Brokerage shall not disclose to the tenant the terms of any other offer.

However, it is understood that factual market information about comparable properties and information known to the Listing Brokerage concerning potential uses for the Property will be disclosed to both Landlord and tenant to assist them to come to their own conclusions.

Where a Brokerage represents both the Landlord and the Tenant (multiple representation), the Brokerage shall not be entitled or authorized to be agent for either the Tenant or the Landlord for the purpose of giving and receiving notices.

MULTIPLE REPRESENTATION AND CUSTOMER SERVICE: The Landlord understands and agrees that the Listing Brokerage also provides representation and customer service to other landlords and tenants. If the Listing Brokerage represents or provides customer service to more than one landlord or tenant for the same trade, the Listing Brokerage shall, in writing, at the earliest practicable opportunity and before any offer is made, inform all landlords and tenants of the nature of the Listing Brokerage's relationship to each landlord and tenant.

- 4. REFERRAL OF ENQUIRIES: The following section requires the Landlord to work with the real estate company for the length of the contract and states that they must inform their Salesperson of any enquiry on the property that comes to the Landlord. If they do not inform the Salesperson of an enquiry that results in a successful private sale of the property within the listing period or the holdover period, the set commission is still owed to the Salesperson.*
- 4. REFERRAL OF ENQUIRIES:** The Landlord agrees that during the Listing Period, the Landlord shall advise the Listing Brokerage immediately of all enquiries from any source whatsoever, and all offers to lease submitted to the Landlord shall be immediately submitted to the Listing Brokerage by the Landlord before the Landlord accepts or rejects the same. If the Landlord fails to advise the Listing Brokerage of any enquiry during the Listing Period and said enquiry results in the Landlord accepting a valid offer to lease during the Listing Period or within the Holdover Period after the expiration of the Listing Period described above, the Landlord agrees to pay the Listing Brokerage the amount of commission set out above, payable within five (5) days following the Listing Brokerages written demand therefor.
- 5. MARKETING: In the following section, the Landlord gives permission for the real estate company to place a "For Lease" and "Leased" sign on the property, and for the company to advertise it according to company policy. The Landlord will not be held liable for the advertising efforts of the company.*
- 5. MARKETING:** The Landlord agrees to allow the Listing Brokerage to show and permit prospective tenants to fully inspect the Property during reasonable hours and the Landlord gives the Listing Brokerage the sole and exclusive right to place "For Lease" and "Leased" sign(s) upon the Property. The Landlord consents to the Listing Brokerage including information in advertising that may identify the property. The Landlord further agrees that the Listing Brokerage shall have sole and exclusive authority to make all advertising decisions relating to the marketing of the Property during the Listing Period. The Landlord agrees that the Landlord will not be held liable in any manner whatsoever for any acts or omissions with respect to advertising by the Listing Brokerage or any other party, other than by the Listing Brokerage's gross negligence or wilful act.
- 6. WARRANTY: This confirms that the people signing this Agreement are all the individuals necessary to give authority to lease the property. The provision goes on to confirm the disclosure of third party claims such as easements, mortgages, encumbrances and so on.*
- 6. WARRANTY:** The Landlord represents and warrants that the Landlord has the exclusive authority and power to execute this Authority to offer the Property for lease and that the Landlord has informed the Listing Brokerage of any third party interests or claims on the property such as rights of first refusal, options, easements, mortgages, encumbrances or otherwise concerning the property, which may affect the leasing of the Property.
- 7. INDEMNIFICATION: The following section provides that Salespeople cannot be held liable for the condition of the property or damages that may occur while prospective tenants view the property.*
- 7. INDEMNIFICATION:** The Landlord will not hold the Listing Brokerage responsible for any loss or damage to the Property or contents occurring during the term of this Agreement caused by the Listing Brokerage or anyone else by any means, including theft, fire or vandalism, other than by the Listing Brokerage's gross negligence or wilful act. The Landlord agrees to indemnify and save harmless the Listing Brokerage and any co-operating brokerage from any liability, claim, loss, cost, damage or injury, including but not limited to loss of the commission payable under this Agreement, caused or contributed to by the breach of any warranty or representation made by the Landlord in this Agreement or the accompanying data form. The Landlord agrees to indemnify and save harmless the Listing Brokerage and any co-operating brokerage from any liability, claim, loss, cost, damage or injury as a result of the property being affected by any contaminants or environmental problems.
- 8. VERIFICATION OF INFORMATION: The following section gives the Salesperson the authority to obtain and use any reasonable information regarding the property to help market the property (i.e. mortgage details, tax information).*
- 8. VERIFICATION OF INFORMATION:** The Landlord authorizes the Listing Brokerage to obtain any information from any regulatory authorities, governments, mortgagees or others affecting the Property and the Landlord agrees to execute and deliver such further authorizations in this regard as may be reasonably required. The Landlord hereby appoints the Listing Brokerage or the Listing Brokerage's authorized representative as the Landlord's attorney to execute such documentation as may be necessary to effect obtaining any information as aforesaid. The Landlord hereby authorizes, instructs and directs the above noted regulatory authorities, governments, mortgagees or others to release any and all information to the Listing Brokerage.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):



9. **USE AND DISTRIBUTION OF INFORMATION:** The following section gives Salespeople the right under the Privacy Act to use personal information provided to them by the Landlord in order to assist in making the transaction happen. It also assures the Landlord that this information will not be distributed to third parties (i.e pool or moving companies).

9. **USE AND DISTRIBUTION OF INFORMATION:** The Landlord consents to the collection, use and disclosure of personal information by the Brokerage for the purpose of listing and marketing the Property including, but not limited to: listing and advertising the Property using any medium including the Internet; disclosing property information to prospective tenants, brokerages, salespersons and others who may assist in the leasing of the Property; such other use of the Landlord's personal information as is consistent with listing and marketing of the Property. The Landlord consents, if this is an MLS® Listing, to placement of the listing information and leasing information by the Brokerage into the database(s) of the appropriate MLS® system(s), and to the posting of any documents and other information provided by or on behalf of the Landlord into the database(s) of the appropriate MLS® system(s). The Landlord acknowledges that the MLS® database is the property of the board(s) and can be licensed, resold, or otherwise dealt with by the board(s). The Landlord further acknowledges that the board(s) may: distribute the information to any persons authorized to use such service which may include other brokerages, government departments, appraisers, municipal organizations and others; market the Property, at its option, in any medium, including electronic media; compile, retain and publish any statistics including historical MLS® data which may be used by board members to conduct comparative market analyses; and make such other use of the information as the Brokerage and/or board deems appropriate in connection with the listing, marketing and leasing of real estate.

Because of the Privacy Laws, Salespeople have to ask the Landlord if the property is not leased, would the Landlord give permission for other companies to call regarding the re-listing of the property after the expiry of this contract. Landlord's initials are required.

In the event that this Agreement expires or is cancelled or otherwise terminated and the Property is not leased, the Landlord, by initialling:	<input type="text"/>	<input type="text"/>
	Does	Does Not
consent to allow other real estate board members to contact the Landlord after expiration or other termination of this Agreement to discuss listing or otherwise marketing the Property.		

10. **SUCCESSORS AND ASSIGNS:** This states that heirs, estate trustees, administrators or any other party legally acting on behalf of the Landlord must also abide by the terms of this Agreement.

10. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms of this Agreement.

11. **CONFLICT OR DISCREPANCY:** If there are other schedules (additional information) added to this Agreement by the parties involved that contain something specific that contradicts what is in the text of the Form, the information on the attachment supersedes what is on the Form.

11. **CONFLICT OR DISCREPANCY:** If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Authority from the Landlord to the Brokerage. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein.

12. **ELECTRONIC COMMUNICATION:** This Agreement, if necessary, may be sent via electronic means and still be binding on all parties.

12. **ELECTRONIC COMMUNICATION:** This Listing Agreement and any agreements, notices or other communications contemplated thereby may be transmitted by means of electronic systems, in which case signatures shall be deemed to be original. The transmission of this Agreement by the Landlord by electronic means shall be deemed to confirm the Landlord has retained a true copy of the Agreement.

13. **SCHEDULE(S):** If a specific Form or document has been added to this Agreement, it should be indicated here.

13. **SCHEDULE(S)**.....and data form attached hereto form(s) part of this Agreement.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

This section states that the listing company will market the property on behalf of the Landlord and will endeavor to obtain an Offer acceptable to the Landlord. The Salesperson must sign on behalf of the company.

THE LISTING BROKERAGE AGREES TO MARKET THE PROPERTY ON BEHALF OF THE LANDLORD AND REPRESENT THE LANDLORD IN AN ENDEAVOUR TO OBTAIN A VALID OFFER TO LEASE THE PROPERTY ON THE TERMS SET OUT IN THIS AGREEMENT OR ON SUCH OTHER TERMS SATISFACTORY TO THE LANDLORD.

..... DATE.....
(Authorized to bind the Listing Brokerage) (Name of Person Signing)

THIS AUTHORITY HAS BEEN READ AND FULLY UNDERSTOOD BY ME AND I ACKNOWLEDGE THIS DATE I HAVE SIGNED UNDER SEAL AND HAVE RECEIVED A TRUE COPY OF THIS AGREEMENT. Any representations contained herein or as shown on the accompanying data form respecting the Property are true to the best of my knowledge, information and belief.

SIGNED, SEALED AND DELIVERED I have hereunto set my hand and seal:

.....
(Name of Landlord)

..... DATE.....
(Signature of Landlord/Authorized Signing Officer) (Seal) (Tel. No.)

..... DATE.....
(Signature of Landlord/Authorized Signing Officer) (Seal)

SPOUSAL CONSENT: The undersigned spouse of the Landlord hereby consents to the listing of the Property herein pursuant to the provisions of the Family Law Act, R.S.O. 1990 and hereby agrees that he/she will execute all necessary or incidental documents to further any transaction provided for herein.

..... DATE.....
(Spouse) (Seal)

The Declaration of Insurance is signed by the Salesperson stating that they carry insurance as required by the Real Estate and Business Brokers Act (REBBA).

DECLARATION OF INSURANCE

The broker/salesperson.....
(Name of Broker/Salesperson)

hereby declares that he/she is insured as required by the Real Estate and Business Brokers Act (REBBA) and Regulations.

.....
(Signature(s) of Broker/Salesperson)

INITIALS OF BUYER(S): 

INITIALS OF SELLER(S): 