Attachment B: Outline of FRES Brokerage Services and Rates

Brokerage services at the Pleasant Street Condominiums may only be provided by Harvard’s Faculty Real Estate office (“FRES”). No co-brokerage arrangements are permitted.

Once the price is determined you can choose between the full and partial sales services offered by FRES. The partial service does not include finding a suitable Buyer or showing the unit and is typically chosen when the Seller has identified the Buyer and they have agreed upon the price. Both options are described in detail below.

A. Full Service Option. 2.5% of sales price
FRES will be available for guidance of the type normally given by a real estate broker and in particular will provide the following services:

1. Inspect the unit and give recommendations for preparing it for sale. Assist in staging the unit to get the best results before the appraisal and before it is shown.
   a. If desired by Seller, refer to the Pleasant Street Management Office for vendor recommendations (cleaners/painters/etc.).
   b. Provide access to the unit when needed.
   c. Assist owner with statement of unit condition and other disclosures to potential Buyers.

2. Discuss strategies for sales:
   a. When to put on the market.
   b. Number of Open Houses.
   c. Possible incentives to sell.

3. Market the property by:
   a. Posting the unit on Faculty Real Estate Services web site, including photographs.
   b. Sending emails to new Harvard University recruits.
   c. If necessary, sending an email to all eligible affiliates within Harvard University.
   d. Creating a flyer of unit information and photos.
   e. Hosting one or more Open Houses.
   f. Giving tours of the unit and of the facility by appointment.

4. Negotiate with potential Buyers/Obtain offer(s) for the condominium:
   a. Facilitate buyer introduction to the condominium – explaining the purchase process and introducing financing institutions that are experienced with Pleasant Street to avoid delays in financing.
   b. Explain the process of buying or selling a condominium unit at Pleasant Street.
   c. Provide condominium documents and financial documents at no cost.
   d. Assist in negotiation of the offer(s).
   e. Write up a formal offer to be signed by the Buyer to present to the Seller.
   f. Ensure that potential Buyers obtain a mortgage pre-approval letter.

5. Provide access to the unit and common areas to a Buyer’s home inspector (paid for by the Buyer):
   a. If there are physical items that need attention we will inform the Seller and the Seller will decide to either negotiate with the Buyer or make repairs directly.
b. If there are small items (under $200.00 - example: adjusting doors, locks, blind replacement), arrangements can be made for the minor repairs to be completed by the building operations staff for a fee (paid for by the Seller).
c. Negotiate the final agreement between parties resulting from the inspection, if required.
d. Send signed offer to the attorneys (Buyer’s and Seller’s) to prepare the Purchase and Sale Agreement.
e. Deposit $1,000.00 from the Buyer in HUH’s escrow account until closing.
f. Give the Buyer the following information to be reviewed with their attorney:
   i. Condominium documents.
   ii. Condominium association financial information: Budget for current year (requirement for Buyer financing), year-to-date income and expense report, and year-to-date balance sheet (Obtained from the Management Office).
   iii. Minutes of Condominium Association meetings for a maximum of the previous 12 months, if requested. (Obtained from the Management office).
   iv. General Insurance certificate.

6. Purchase and Sales Agreement
   a. Coordinate the signing between the parties
   b. Collect 5% of the sale price from the Buyer and deposit in HUH’s escrow account to be held until closing.

7. For the Buyer’s Mortgage Company:
   a. Fill out mortgage affidavit (condominium questionnaire).
   b. Provide Master Deed and Leasehold Agreement to mortgage provider.
   c. Provide condominium annual budget.
   d. Provide Insurance Certificate.

8. Prepare for closing:
   a. Schedule Fire Department inspection and approval.
   b. Obtain 6D documents signed by a Board of Manager (for complex) and notarized.
   c. Provide insurance certificate.
   d. Collect keys, tags, etc. and give some “welcome” information from the Management Office.
   e. Attend closing.

The fee for the full service brokerage services is 2.5% of the sale price.

**B: Limited Services Option.** 1.5% of sales price
Alternatively, FRES will provide limited services to a Seller who has identified a qualified Buyer and has negotiated a final sales price, as follows:

1. Seller must provide the Sponsor with information regarding the price and identified Buyer (Attachment E).
2. Provide access to a Buyer’s home inspector to the unit and common areas.
   a. If there are physical items that need attention we will inform the Seller and the Seller will decide to either negotiate with the Buyer or make repairs directly

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1 You are strongly encouraged to engage an attorney to assist in the drafting and negotiation of a Purchase and Sale Agreement.
b. If there are small items (under $200.00 - example: adjusting doors, locks, blind replacement), arrangements can be made for the minor repairs to be completed by the building operations staff for a fee (paid for by the Seller).

c. Negotiate the final agreement between parties resulting from the inspection, if required.

d. Send signed offer to the attorneys (Buyer’s and Seller’s) to prepare the Purchase and Sale Agreement.

e. Deposit $1,000.00 from the Buyer in HUH’s escrow account until closing.

f. Give the Buyer the following information to be reviewed with their attorney:
   i. Condominium documents
   ii. Condominium association financial information: Budget for current year (requirement for Buyer financing), year-to-date income and expense report, and year-to-date balance sheet (Obtained from the Management Office).
   iii. Minutes of Condominium Association meetings for a maximum of the previous 12 months, if requested. (Obtained from the Management office).
   iv. General Insurance certificate

1. Purchase and Sales Agreement
   a. Coordinate the signing between the parties
   b. Collect 5% of the sale price from the Buyer and deposit in HUH’s escrow account to be held until closing.

2. For the Buyer’s Mortgage Company:
   a. Fill out mortgage affidavit (condominium questionnaire).
   b. Provide Master Deed and Leasehold Agreement to mortgage provider.
   c. Provide condominium annual budget.
   d. Provide Insurance Certificate.

3. Prepare for closing:
   a. Schedule Fire Department inspection and approval.
   b. Obtain 6D documents signed by a Board of Manager (for complex) and notarized.
   c. Provide insurance certificate.
   d. Collect keys, tags, etc. and give some “welcome” information from the Management Office.
   e. Attend closing.

The fee for the Partial service brokerage services is 1.5% of the sale price.

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2 You are strongly encouraged to engage an attorney to assist in the drafting and negotiation of a Purchase and Sale Agreement.