



Refresh & Refurbish Client Guidelines & Application

The undersigned agent hereby agrees to these terms, commitments, and obligations and agrees to be bound by them.

Guidelines:

1. The listing provides for listing broker compensation of not less than 6.0% and an offer of seller paid buyer broker compensation of not less 2.5%.
2. The listing to begin prior to the commencement of any work on the property and be for not less than 180 days initially. The Seller agrees to extend the listing for up to 180 additional days should the property not be sold and closed within the initial period.
 - Note: The property will not be placed into the MLS until the work is completed and the property is ready to show.
3. The maximum program loan is \$30,000. (Larger amounts may be approved with approval)
4. Maximum 70% Combined Loan to Value (CLTV) allowed.
5. No interest will be charged to the Seller if the funds are repaid within 150 days from the date the Deed of Trust is recorded. Interest will accrue beginning on the 151st day on the outstanding balance at the rate of 9% per annum.
6. The agent comfortably represents, and by signing the Seller's application, that the home is marketable, and the anticipated proposed sales price is achievable. Agent to complete a pricing strategy plan with the Seller. Manager approval is required.
7. The Seller will be required to sign a promissory note and deed of trust which will be notarized and recorded prior to any advance being made. The Promissory Note will detail terms and conditions of all late fees and interest rates.
8. A \$250 Application Fee will be paid up front by the Seller. Check payable to (Select Group Refresh & Refurbish Program). The Application Fee will incorporate the cost for document preparation and recording fee.
9. The seller will need to obtain and pay for a Home Inspection and Pest Inspection along with all other inspections that may be deemed appropriate, to determine the condition of the property. All inspections are to be performed by licensed and insured inspectors.

Seller(s): _____ Initials, _____ Initials



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10. Refresh & Refurbish funds will be paid directly to contractors and vendors as work is completed.
11. Upon listing, all potential buyers must be pre-qualified by our Select Group preferred lender to insure we have a solid buyer for the home. The buyer is not required to use our preferred lender.
12. A pre-sale escrow will need to be opened and a full Preliminary Title Report obtained to assist in confirming equity and insuring there are no unknown liens on the property.
 - In California, Title, and Escrow to be with Inter County Title.
 - In Nevada, Title, and Escrow to be with Ticor Title.
13. Inter County Title and Stanford Mortgage are affiliates of and part of The Select Group. The Seller is aware of and agrees to use both related entities in these transactions where applicable.
14. Agent to supply “Refresh and Refurbish” work plan with costs, pictures of the home, and an estimate of current and improved value supported by a comparable market analysis to assist the manager in determining if the home and work plan are a “fit” for the program.
15. Agent understands that the development of the “work plan,” obtaining cost estimates and assisting the Seller in overseeing the actual “Refresh and Refurbish” work is their responsibility and agent agrees to said additional commitment.
16. The program is designed to “Refresh and Refurbish” homes but may on a case-by-case basis, be used for needed repairs to a property.
17. The program is for homeowners only, it is not available for professionals looking to buy and “flip” homes.
18. All material purchases, estimates and bids must be approved in writing by the Seller prior to the work being started or materials purchased. All estimates must have the prescribed Refresh & Refurbish Stamp, signed by the Manager, Agent, and Seller.

Seller(s): _____ Initials, _____ Initials



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Prior to the first advance, Seller shall execute a Note and Deed of Trust evidencing the amounts intended to be advanced by Select Group Refresh & Refurbish Program and acknowledges that a Lien will be placed on their property to secure the funds. The note will bear interest at the rate of nine percent (9%) per annum. In the event the entire note is paid within 150 days of its execution no interest will be due. Interest will only accrue from the 151st day of the Note on the unpaid balance. In the event the home is withdrawn from the market, or the listing terminated, the entire principal and interest is due and payable as set forth above. The Promissory Note will detail terms and conditions of all late fees and interest rates.

The Seller acknowledges that they are entering into this agreement voluntarily and at their request. All the funds are to be used solely and exclusively for the work described herein. The Seller represents that they believe the work to be funded will enhance the marketability of their property. Agent and branch leader by their signature agree with this perspective. The Seller represents that they have not and will not encumber the property with any additional liens other than those shown in the preliminary title report.

In signing this application, the Seller further acknowledges the applicant must receive Select Group approval prior to the disbursement of any funds. Documents to follow full approval of this application.

Seller Name _____	Signature _____	Date _____
Seller Name _____	Signature _____	Date _____
Seller Name _____	Signature _____	Date _____
Seller Name _____	Signature _____	Date _____
Agent Name _____	Signature _____	Date _____
Branch Manager _____	Signature _____	Date _____



Estimated Net Sheet

Property Address:	
Listing Agent:	
Listing Agent Phone:	
Seller Name:	
Seller Name:	
Escrow:	
Escrow Officer:	
Escrow Phone:	

Notes:

List Price		
Lien #1		
Lien #2		
R&R		
Seller Cost to close 10%		
Seller Net		

Working Together to Create Exceptional Client Experiences!

The Seller acknowledges this estimate is for the purpose of calculating sufficient equity is available for the Refresh and Refurbish Program.

Seller Signature and Date

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Seller Signature and Date

Last Modified: 7/11/2025



Program Work Plan

Seller's Name:	Date:
Email Address:	Telephone:
Property Address:	
Projected Sales Price:	\$
Current Encumbrances:	\$
Sales Associate Name:	Telephone:
Office:	Location:

Description of work to be funded:		Estimated Cost:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
(Attach additional page(s) as needed)		
Total Cost of Request:		

Terms and Conditions: Prior to the first advance, Seller shall execute a Note and Deed of Trust evidencing the amounts intended to be advanced by Select Group Refresh & Refurbish Program and acknowledges that a Lien will be placed on their property to secure the funds. The note will bear interest at the rate of nine percent (9%) per annum. In the event the entire note is paid within 150 days of its execution no interest will be due. Interest will only accrue from the 151st day of the Note on the unpaid balance.

In the event the home is withdrawn from the market, or the listing terminated, the entire principal and interest is due and payable as set forth above.

Seller Signature_____

Seller Signature_____



Pricing Strategy Agreement and Listing Agreement Addendum

Seller's Name:		Date:	
Email Address:		Telephone:	
Property Address:			
Projected Sales Price:		\$	
Current Encumbrances:		\$	
Sales Associate Name:		Telephone:	
Office:		Location:	
Description of pricing strategy:		bi-weekly Date:	List Price \$
1	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
2	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
3	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
4	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
5	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
6	Seller authorizes and instructs brokerage to make a 3% price adjustment on the following date.		
<i>Pricing strategy must include a bi-weekly price adjustments of no less than 3% until sold.</i>			

Seller Signature _____

 Seller Signature _____

Agent Signature _____

 Manager Signature _____