



**Texas Ranch Sales, LLC**

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## **PARTIAL LISTING SALE POLICY**

**POLICY OVERVIEW:** This policy outlines the requirements and procedures for handling the sale of only part of a listing. In such cases, the remaining acreage of the property will be removed from marketing until specific documentation and updates are provided to reflect the changes in the property details and price. When a partial sale of a listing occurs, the following steps must be taken:

- 1. Signed Amendment:** The listing agent must obtain a signed amendment from the seller that clearly reflects the new acreage and the adjusted price for the remaining portion of the property.
- 2. Updated KML File:** The listing agent is responsible for providing an updated KML file that accurately represents the boundaries of the property, reflecting the changes in acreage due to the partial sale.
- 3. Property Information Updates:** The listing agent must compile a comprehensive list of all details that are changing due to the partial sale. This includes any modifications to property boundaries, features, amenities, or other relevant information.
- 4. Media - Photos & Video:** The listing agent is responsible for conducting a comprehensive review of all existing property photos, video tours or presentations. Submit a list of images that should be removed, retained, and if any additional photos are needed. If a video tour or presentation exists for the property, submit a list of the necessary edits required to accurately depict the property's current state following the partial sale.

**COMPLIANCE DEADLINE:** All the required documentation and updates must be submitted to the marketing department ***before the closing date*** of the partial sale. Failure to submit the necessary documentation and updates to marketing prior to closing the partial sale will result in the immediate removal of the remaining acreage of the property from marketing until compliance is achieved.

By adhering to this policy, our organization aims to maintain accuracy and transparency in marketing properties after partial sales, ensuring that team members are well-informed, and the listings reflect the current state of the properties. This policy also applies if there is a removal of part of a property for any other reason.