



**BOATDOX IS THE ONLY YACHTING INDUSTRY OWNED SOLUTION DESIGNED TO
“PRIVATELY” FACILITATE YOUR YACHT AND BOAT SALES IN JUST 4 STEPS.**

Version 1.0

LISTING AGREEMENTS: 4 STEP OVERVIEW

- STEP 1: ADD DATA (PAGE 3)**
- STEP 2: SELECT DOCUMENTS (PAGE 4)**
- STEP 3: VERIFY DOCUMENTS (PAGE 5 & 6)**
- STEP 4: PROCESS SIGNATURES (PAGE 7)**

ADDITIONAL FEATURES (WATCH VIDEOS ON SPECIFIED PAGES)

1. **MANAGE & TRACK REQUIRED UPLOADED DOCUMENTATION**
2. **MANAGE & TRACK REQUIRED TEAM TASKS**
3. **ENABLE SELECTIVE NOTIFICATION EMAILS**

Listing Agreement Main Page – accessible from left menu

Listing Agreements

Select Status | Select Brokers | Select Manufacturers | Select Seller/Buyer | Enter a year | Enter UID (Ex: LA-6-00) | + Add

VESSEL	PARTIES	UPLOADS	TASKS	EDOCUMENTS	UPDATED
2012 Lagoon CATPro 55 <i>Harmony II</i> Asking Price \$900,000.00 Listed On April 24, 2024 (3 months)	Broker: Garrett Schwartz Seller: Kingler, LLC Schwartz Association	Open : 28 Required : 0 Received : 2	Not Started : 0 In Process : 0 Completed : 0	Total : 4 Completed : 0	UID: LA-19-18 CREATED: 04/24/2024 UPDATED: 06/23/2024 Add Image
2010 Azimut dtat 77 <i>Tester Boat</i> Asking Price \$90,000.00 Listed On February 28, 2024 (4 months)	Broker: Garrett Schwartz Seller: John Schwartz Association	Open : 27 Required : 0 Received : 2	Not Started : 22 In Process : 1 Completed : 1	Total : 13 Completed : 0	UID: LA-19-3 CREATED: 02/29/2024 UPDATED: 02/29/2024 Add Image
2003 Hargrave View Demo Boat 28 <i>Test Vessel</i> Asking Price \$100,000.00 Listed On February 15, 2024 (5 months)	Broker: Garrett Schwartz Seller: John Schwartz Association	Open : 27 Required : 0 Received : 2	Not Started : 21 In Process : 2 Completed : 1	Total : 5 Completed : 0	UID: LA-19-1 CREATED: 02/08/2024 UPDATED: 02/16/2024 Add Image

Signed in as: garrett@lyba.pro | Need help? Contact support@boatdix.org | Privacy Policy

Actions available:

1. Add new Listing Agreement (LA)
2. Access Editor to complete the LA
3. Change Status
4. Change broker (Company Admin can impersonate a broker)
5. Delete (Company Admin only)
6. Click “Play” icon in title to view page’s video tutorial

Listing Agreement **Step 1**: Fill out Form Data required fields

Listing Agreements / 2012 Lagoon CATPro 55

2012 Lagoon CATPro 55 IN-PROCESS UID: LA-19-18 LA ID

Form Data

- Vessel Green=Complete
- Seller Grey=Incomplete! will block signing Co-Seller
- Toys & Tenders White=ignored
- Trailer
- Terms
- Exclusions
- Material Damage Disclosure

Listing Agreement Addendum

Listing Agreement Exclusions

Fill out ALL form data

POP-UP FOR EACH MENU ITEM

Vessel Form

Length * 55.00 ft Length Unit Feet Meters

Category Power Sail

Type Catamaran

Manufacturer/Builder * Lagoon Model CATPro Year * 2012

Number of Engines 1

Engine Make Engine Model Engine HP

Engine 1 Year Engine 1 Serial Engine 1 Hours

Flag Foreign Built Vessel No Yes

United States Place of Registration

Please input at least one*: Doc No., Reg No., or Title No.

Doc No. D133 Reg No. Title No.

Doc No. Issuing Entity Reg No. Issuing Entity Title No. Issuing Entity

Duty Paid Yes No Unknown Sales/Tax Paid Yes No Unknown

Save MLS Vessel?

Fill out & save EACH "Form Data" section's required fields

Click Save

Garrett Schwartz Sign Out

Back To Listing Agreements

Verify PDF Editor Signature Duplicate

Preview Preview Preview Preview

Activity User / Signee

Listing Agreement James Norway

Listing Agreement James Norway

Seattle Test Garrett Schwartz

LA-19-18 Garrett Schwartz

Signed in as: garrett@lyba.pro | Need help? Contact support@boatbox.org

Privacy Policy

Actions available:

1. Save and continue through each Form Data section after Adding new LA
2. Save and continue through each Form Data section upon Editing LA
3. Data can be edited up until a document is sent for signature!
4. Enter your MLS vessel ID to import your Yachtbroker.org vessel data
5. Green circles = required data has been entered
6. White circles = ignored section (not applicable to LA)
7. Grey circles = INCOMPLETE data which will block all signature options
8. Click "Play" icon in title to view page's video tutorial

Listing Agreement **Step 2**: Select documents

Boatbox

Page specific support video

Listing Agreements / 2012 Lagoon CATPro 55

2012 Lagoon CATPro 55 IN-PROCESS UID: LA-19-18 Back To Listing Agreements

Form Data

eDocuments Signatures Uploads Tasks **Forms** Click here to choose documents to use (some will have independent form data tabs)

Form Data

- Vessel
- Seller
- Co-Seller
- Toys & Tenders
- Trailer
- Terms
- Exclusions
- Material Damage Disclosure
- Listing Agreement Addendum
- Listing Agreement Exclusions

USE	TEMPLATE NAME ▲	ASSOCIATION	TYPE	USE TYPE	HAND SIGNED ONLY	VIEW BLANK PDF
<input type="checkbox"/> No	CYBA Listing Agreement	CYBA	Listing	Single Use	No	
<input type="checkbox"/> No	CYBA Listing Agreement Amendment	CYBA	Listing	Single Use	No	
<input type="checkbox"/> No	CYBA Open Listing Agreement	CYBA	Listing	Single Use	No	
<input checked="" type="checkbox"/> Yes	IYBA Listing Agreement	IYBA	Listing	Single Use	No	
<input checked="" type="checkbox"/> Yes	IYBA Listing Agreement Addendum	IYBA	Listing	Multi Use	No	
<input checked="" type="checkbox"/> Yes	IYBA Listing Agreement Exclusion	IYBA	Listing	Multi Use	No	
<input checked="" type="checkbox"/> Yes	Material Damage Disclosure	IYBA	Listing	Single Use	No	
<input type="checkbox"/> No	NYBA Listing Agreement	None	Listing	Single Use	No	
<input type="checkbox"/> No	YBAA Amendment To Central Listing Agreement	YBAA	Listing	Single Use	No	
<input type="checkbox"/> No	YBAA Canada Central Listing Agreement	YBAA	Listing	Single Use	No	
<input type="checkbox"/> No	YBAA Canada Open Listing Agreement	YBAA	Listing	Single Use	No	
<input type="checkbox"/> No	YBAA US Central Listing Agreement	YBAA	Listing	Single Use	No	
<input type="checkbox"/> No	YBAA US Open Listing Agreement	YBAA	Listing	Single Use	No	

Toggle "YES" to enable the document (will appear in eDocuments tab)

Signed in as: garrett@iyba.pro | Need help? Contact support@boatbox.org

Privacy Policy

Actions available:

1. Click "Forms" and toggle "Yes" on the documents you wish to use
2. Some documents will have their own form data sections in the left menu
3. Click "Play" icon in title to view page's video tutorial

Listing Agreement **Step 3: Verify Form Data** contains ALL required fields

Option 1: Preview PDF

Listing Agreements / 2003 Hargrave View Demo Boat 28

2003 Hargrave View Demo Boat 28 **ACTIVE** UID: LA-19-1

Documents Signatures Uploads Tasks Forms

Form Data

- Vessel
- Seller
- Co-Seller
- Toys & Tenders
- Trailer
- Terms
- Exclusions
- Listing Agreement Addendum
- Listing Agreement Exclusions

Activities (19)

DATE

07-11-2024 06:14 PM

04-24-2024 08:12 PM

04-24-2024 08:12 PM

04-24-2024 08:12 PM

04-24-2024 08:12 PM

04-24-2024 08:12 PM

INTERNATIONAL YACHT BROKERS ASSOCIATION, INC.
LISTING AGREEMENT FOR BROKERAGE VESSEL

Owner: John Smith
Phone: 1-800-451-1234
Email: john@yba.com

Address: 123 Ocean View Drive, Marina, CA 90201-1234

Vessel Name: John Smith
Length Overall: 30
Manufacturer: Regatta

Model and Model Year: 2008 Year: 2008
HIN: 123456789012345
Engine: 15000000000000000000

Flag: USA
Official Title No.: 123456
Sales/Use Tax Paid: Yes No

Place of Registration: CA
Sales/Use Tax Paid: Yes No

Owner good standing: Yes No
Jurisdiction of Owner: CA
Owner's Bank:

Insurer:
Policy No.:
Capt. Name:
Sales Executive: John Smith
Capt. Phone:

OTHER REGISTERED VESSELS INCLUDED (if more, see Addendum)

Other Registered Vessel Name:
Length Overall:
Manufacturer:

Model and Model Year:
HIN:
Engine:

Flag:
Official Title No.:
Sales/Use Tax Paid: Yes No

Place of Registration:
Sales/Use Tax Paid: Yes No

1. Agreement. On this the 20th day of July, 2024, the Owner grants to the Brokerage, the exclusive right and authority to manage the sale of the Vessel described above upon the terms set forth in this Listing Agreement (the "Agreement"). Brokerage will advise all offers to Owner. Owner will not sell the Vessel to a customer who is ready, willing, and able to purchase at the Asking Price or any other price as which Owner agrees. Capitalized words in this Agreement refer to the corresponding terms in the table above unless otherwise defined here. "Vessel" also includes all gear, machinery, equipment, furniture, hold, cushions, and all registered or unregistered tenders, toys, articles and appurtenances on board the Vessel as of the date of this Agreement, and/or included on the vessel's listing specification, except for items listed below on the Exclusions List, which items are not included in the sale.

2. Representations. Brokerage is authorized to distribute information describing the Vessel and to advertise and market the Vessel in any medium and in any manner Brokerage deems appropriate, including multiple listing services.

3. Responsibilities. Owner shall supply each item on the Vessel as reasonably requested by Brokerage. Do inform Brokerage about changes in the Vessel's location, price, or specifications. (1) remove all personal belongings and items listed on the Exclusion List prior to transfer of ownership of the Vessel ("Change"). (2) make the Vessel reasonably available for showings. (3) other all inquiries or offers received from other brokers or parties interested in purchasing the Vessel or Brokerage and (4) execute a Purchase and Sale Agreement ("PSA") when Brokerage finds a buyer in accordance with the terms of this agreement or on any other terms acceptable to Owner.

Owner's Name:
Broker's Name:
Date of Sale:
©2024 International Yacht Brokers Association. All rights reserved.
This form was prepared for the exclusive use and benefit of the members of the IYBA. The parties and their agents hereby release the IYBA from any liability for damages resulting from or incurred by the use of this document. The IYBA assumes no responsibility for any and all damages, including consequential damages, resulting from the use of this form.

Signed in as: garrett@yba.pro | Need help? Contact support@boatdock.org

Privacy Policy

Actions available:

4. Click "Preview" to view your PDF with form data inserted into the document
5. Changes to Form Data require closing & reopening "Preview" to view results
6. Download file (top right download icon) to manually hand sign this document
7. Close window to return to main website to continue
8. Click "Play" icon in title to view page's video tutorial

Listing Agreement Step 3 (optional): Force PDF edits by typing directly on the PDF

The screenshot displays the BoatDox PDF Editor interface. The main document is a listing agreement for International Yacht Brokers Association, Inc. The form includes fields for Owner, Vessel Name, Length Overall, Manufacturer, Model and Model Year, HIN, Engines, Flag, Official/Title No., Duty Paid, Place of Registration, Lienholder, Sales/Use Tax Paid, Owner good standing, Jurisdiction of Owner, Owner's Bank, Insurer, Policy No., Capt. Name, and Asking Price. The interface includes a sidebar with 'Form Data' and 'Activities' sections, a main document view with a text cursor, and a right-hand panel with 'Submit document' and 'Reset' buttons. Red annotations highlight key features like the 'Edit' button, the text cursor, and the 'Submit document' button.

OWNER	PHONE	EMAIL
John Martin Schwartz	1-928-631-2345	jm@iyba.pro

VESSEL NAME	LENGTH OVERALL	MANUFACTURER
Test Vessel	28.00 ft	Hargrave

MODEL AND MODEL YEAR	HIN	ENGINES
2003 View Demo Boat	123123123123	3 Caterpillar C-32 ACERT

FLAG	OFFICIAL/TITLE NO.	DUTY PAID
Virgin Islands, British	D1234	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PLACE OF REGISTRATION	LIENHOLDER	SALES/USE TAX PAID
FL		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

OWNER GOOD STANDING	JURISDICTION OF OWNER	OWNER'S BANK
<input type="checkbox"/> Yes <input type="checkbox"/> No		

INSURER	POLICY NO.	CAPT. NAME

ASKING PRICE	SALES EXECUTIVE	CAPT. PHONE
\$100,000.00	Garrett Schwartz	

Optional Actions available:

1. Click "PDF Edit" to review your PDF with form data inserted into the document
2. Type directly onto the PDF using the cursor option and then "submit" to save
3. Click "BACK" on top left to return to main page
4. Click "RESET" on top right to undo any edits previously saved allowing form data to update back into the document
5. Company Admin can enable/disable broker PDF Edit access in Brokerage settings
6. Click "Play" icon in title to view page's video tutorial
7. Watch dedicated tutorials on PDF Editor for instructions regarding all possibilities at boatdox.org – password iyba2023

Listing Agreement Step 4: Send for signature or upload manually signed files

The screenshot displays the BoatDox interface for managing listing agreements. The main area shows a table of documents with columns: TITLE, STATUS, VERIFY, PDF EDITOR, SIGNATURE, and DUPLICATE. The document '2003 Hargrave View Demo Boat 28' is in 'DRAFT' status. A modal window titled 'Send for eSignature' is open, showing a table of recipients with columns: TITLE, FULL NAME, EMAIL, MOBILE PHONE, and COMPANY. The 'Send' button is highlighted. A 'Send Message' dialog is also visible, with instructions to generate a link for manual signing or use an email template. Red annotations highlight the 'eSign' button, the 'Send' button, and the 'Send Message' dialog.

Actions available:

1. Click “eSign” to open the Signatures tab with the selected document toggled Open+
2. If manually signed PDF or image files, click the calendar icon & date to upload files
3. If electronic signature is required, click “Send” and select from 2 options:
 - a. Send – enter your message, select the persons to be notified upon signing and click Send. Boatdox will send an email template with a link to sign.
 - b. Generate Link (preferred) – Boatdox will create a link you can copy and review in a browser, text or email to your signer or the broker for further forwarding to the signer
4. Company Admin can enable “notify all Company Admins” messages on full document signing in Brokerage settings
5. Click “Play” icon in title to view page’s video tutorial

NOTES & KNOWN ISSUES:

1. Once sent for signature, ALL edits are blocked from entering the PDF so nothing can be changed without the signer knowing about it
2. Once signed, each document will show the name, email, date and IP address of signer for verification
3. Once sent for signature OR signed, the document must be RESET if you’d like to make updates or start over. Copies of the previous version will be saved in the activity log.
4. Material Damage form must be prefilled out for seller(s) to sign – in future we will allow seller to fill out these fields.