



SAMPLE DOCUMENT

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REAL ESTATE BROKERAGE

SERVICES DISCLOSURE

It is important that you, the consumer, is informed about the types of services real estate licensees may perform. The purpose of this disclosure is to give you a list of the services. (Licensee should check which service they are providing to this client.)

_____ Single Agent A single agent is a licensee who represents only one party, either the seller or the buyer, of a real estate transaction. The client could be the seller or the buyer. A single agent must disclose to his or her client.

_____ Sub Agent A sub agent is an agent/licensee who helps a single agent in a real estate transaction. The client may be the seller or the buyer, and a sub agent must disclose to his or her client.

_____ Limited Consensual Dual Agent A limited consensual dual agent is a licensee who represents both the seller and the buyer in a real estate transaction. A written, informed consent from both parties is necessary to be a limited consensual dual agent. This agent must be loyal to both parties, except where the duties owed to the clients conflict with one another.

_____ Transaction Broker A transaction broker assists one or more parties in a real estate transaction. A transaction broker is not an agent and does not provide the same services as an agent.

Real estate licensees have an obligation to all parties, no matter the relationship. The obligations are as follows:

1. To provide services to the client honestly and in good faith
2. To exercise reasonable care and skill
3. To keep all confidential information in strict confidence unless the disclosure is required by law or by duty to a client
4. Disclosure is required by law or by duty to a client
5. The information becomes public knowledge
6. Disclosure is authorized in writing
7. To present all offers to the seller promptly
8. To answer any and all questions completely and accurately

A licensee who is not your agent can assist you in the following manner:

1. Provide you information about requested properties
2. Show properties
3. Assist in making a written offer
4. Provide you with information on financing

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You should choose which type of service you want from a licensee, and s service agreement. As typically stated by law, if you do not sign a broker agreement, the licensee working with you is a transaction broker.

The licensee's broker is required by law to have an office policy, describi services, which his or her company and licensee may offer or accept. Th made available to you on request. You, as a client, should feel free to as

The real estate licensee should sign and date this form, verifying that the understand the contents of the form and that you, the client, has read and type of service the licensee is providing. The client's signature is not req encouraged.

Licensee Name _____

Licensee Signature _____

Date

Client Name _____

Client Signature _____

Date

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