



(Insert Your Company Name)
WRITTEN COMPANY POLICY

COMPANY AGENCY POLICY is to offer the following checked agency relationship(s):

- ☐ buyer agency
- ☐ seller agency
- ☐ subagency offered by Company to another Company to act for Company's client
- ☐ subagency offered by Company to another Company (only offered on a case by case basis)
- ☐ dual agency - parties consent by signed dual agency agreement before contract
- ☐ designated agency - parties consent by signed designated agency agreement before contract
- ☐ transaction brokerage- parties consent by signed compensation agreement before contract
- ☐ _____

This Company only cooperates with:

- ☐ buyer brokerage agents - other broker and their associated licensees acting for buyer client
- ☐ transaction brokers- acting on behalf of their customer
- ☐ subagents - other designated broker and their associated licensees acting for client
- ☐ _____

This Company ☐ does ☐ does not offer compensation to these cooperating brokerage agents

AGENCY DISCLOSURE POLICY

At first practical opportunity, a licensee shall provide to all buyers and sellers with whom the licensee has substantive contact:

- A meaningful explanation of agency relationships in real estate transactions that are offered by that brokerage;
- An agency disclosure form prescribed by the commission.

Agency will be disclosed and performed in accordance with applicable documents, agreements, local/state/federal laws and regulations, as well as the REALTOR® Code of Ethics.

Written agency representation agreements will be provided, explained, signed, and set forth all the required material terms of the agency relationship in accordance with applicable laws. Parties will perform the terms. The potential for dual or designated agency will be disclosed.

Signed representation agreements state: material terms, duties, services, company offered agency, compensation issues, cooperation issues, trust account issues, pricing issues, exclusive agency issues, exclusive right to buy/sell issues, and duration.

Each licensee will participate in agency and fair housing training at least once per year.

SCOPE OF SERVICES TO THE COMPANY'S CUSTOMERS

We ☐ do / ☐ do not offer transaction brokerage to our customers.

The Company operating as transaction brokers offering customer services to the consumer shall:

- Honesty and fair dealing
- Accounting for all funds
- Using skill, care and diligence in the transaction
- Disclosing material adverse facts that affect the transaction or the value or condition of the real property and that are not readily ascertainable
- Promptly presenting all written offers and counteroffers
- Limited confidentiality, unless waived in writing by a party. This limited confidentiality prohibits disclosing:
 - Information concerning a buyer's motivation to buy or the buyer's willingness to make a higher offer than the price submitted in a written offer
 - Factors motivating a seller to sell or the seller's willingness to accept an offer less than the list price
 - That a seller or buyer will agree to financing terms other than those offered; and
 - Information requested by a party to remain confidential except information required by law to be disclosed.
- Additional duties that are entered into by a separate agreement

The Company offering the services to a customer shall:

- Timely present all offers to/from parties involving the sale, lease and exchange of property, even when property is subject to contract for sale
- Timely account for all money/property received by broker on behalf of a party in a real estate transaction
- Provide meaningful explanation of brokerage relationships in real estate transactions
- Provide an explanation of scope of services to be provided by the licensee
- Be fair and honest and provide accurate information in all dealings
- Keep information confidential as requested in writing by the customer
- Disclose known material facts regarding the property or the transaction

The Company offering services to a customer may (but not limited to this list):

- Identify and show property for sale, lease, or exchange;
- Provide real estate statistics and information on property;
- Provide pre-printed real estate forms, contracts, leases, and related exhibits and addenda;
- Act as a scribe in the preparation of real estate forms, contracts, leases, and related exhibits and addenda;
- Provide a list of architects, engineers, surveyors, inspectors, lenders, insurance Agents, attorneys, and other professionals; and
- Identify schools, shopping facilities, places of worship, and other similar facilities on behalf of any of the parties in a real estate transaction.

SCOPE OF SERVICES TO THE COMPANY'S CLIENTS

The Company offers their clients representation services including all statutory duties as well as loyalty, obedience, disclosure, confidentiality, reasonable skill/care, diligence, and accounting duties. Client services include these client duties as well as the scope of services to customers.

Dual agency is used when the Company has the selling clients and the buying clients unless Designated agency is used. Dual agency requires protection of confidential client information.

Designated agency allows designated agents to provide exclusive client representation services listed above, while the Broker-in-Charge and all other associated licensees act as dual agents.

TEAM POLICY

Our Company ☐ allows / ☐ does not allow teams. Team members and team leaders acknowledge they are under the supervision of the Broker-in- Charge.

LIMITED FUNCTION REFERRAL OFFICE

Our Company ☐ does / ☐ does not have or operate as a limited function referral office.

FAIR HOUSING POLICY

This Company complies with all federal and state fair housing laws as well as the REALTOR® Code of Ethics and the NAR Code of Fair Housing Practices. This company prohibits any discrimination against any person in the provision of any of the Company's services on the basis of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.