

# Buyers Agency Agreement Checklist

(The new buyers agency form that you are now required to have the buyer sign before showing a home)

## Choose one of these two options:

- Flat fee plus % Agreement** (When charging a percentage plus office fee of \$350)
- Flat Fee Agreement** ( When charging a flat dollar amount and office fee of \$350. Usually used for lower priced homes where a percentage would be too low.)
  
- Must include** Buyer's Agent, Brokerage and Buyer's Name ( If investor client, you can write in "Buyer and all LLC's buyer is associated with"
- Must include** a begin date and an end date.  
(Can be 1 day, 1 week, months, or specific addresses)
- Explain your duties** Agent's should inform buyer's that if they sign more than 1 of these forms, they may be paying multiple brokers
- Buyer's consent** should inform of the possibility of Dual agency
- Compensation:** You must put the MAX you want to make; You **CANNOT** accept any amount over what this agreement says, no matter what the seller is willing to pay. Make sure you add the **Office Fee**. If the seller is offering more than what your agreement says it will be given as a rebate to the buyer per the **NEW RULES**. **Do NOT** leave these fields blank, otherwise a commission will not be paid at closing to *you* or *our* office. **New Rules!** You must have a definitive \$ or %. The rules do not allow an agent to write "whatever the seller is offering". You can have something showing the buyer wants you to try and have the seller pay this fee on all their offers, if that is what they are requesting.
- We do not charge a non-refundable engagement fee. Showing fees are possible, but call the office for instruction. All fees must still be paid to the brokerage.
- Make sure buyers sign their name and note entity, if appropriate or applicable.  
(Such as LLC, POA or Corp)
- Include agreement when sending in accepted documents to the title company and to the office. The MLS will now be requiring us to send these to them.

Call the office if you need any help or have questions about filling these new forms out. We are happy to help!