

Buyers Agency Agreement Checklist  
To be signed before showing a home

\_\_\_\_\_ Buyer Agent, Brokerage and Buyer Name

\_\_\_\_\_ Have a beginning date and end date, can be 1 day, 1 week, 1 month..... also can have 1 specific property or city

\_\_\_\_\_ Explain your duties, let them know if they sign more than 1 of these forms, they may be paying multiple brokers

\_\_\_\_\_ Buyer consents possibility of Dual agency

\_\_\_\_\_ Compensation: You must put the MAX you want to make, You Can Not accept any amount over what this agreement says. Make sure you add the Office Fee. If the seller is offering more than what your agreement says it will be rebated to the buyer per the NEW RULES. Do NOT leave these fields blank, if you do the office and you just worked for free. New Rules! You must have a definitive \$ or % cannot say whatever the seller wants to offer.

\_\_\_\_\_ We do not charge a non-refundable engagement fee

\_\_\_\_\_ Make sure buyers sign their name and note entity on appropriate if applicable.

\_\_\_\_\_ Include agreement when sending in accepted documents to the title company and to the office.