

CONSUMERS GUIDE TO AGENCY RELATIONSHIPS



We are pleased you have selected Access Community Realty to help you with your real estate needs. Whether you are selling, buying or leasing real estate, Access Community Realty can provide you with expertise and assistance. Because this may be the largest financial transaction you will enter into, it is important to understand the role of the agents and brokers with whom you are working. Below is a list of the types of agency Access Community Realty offer when working with you.

For more information on agency law in Georgia, you may contact Georgia Real Estate Commission or a real estate attorney.

Representing the Sellers

Most sellers of real estate choose to list their home for sale with a real estate brokerage. When they do so, they sign a listing agreement that authorizes the brokerage and the listing agent to represent their interests. As the seller's agent, the brokerage and listing agent must: follow the seller's lawful instructions, be loyal to the seller, promote the seller's best interests, disclose material facts to the seller, maintain confidential information, act with reasonable skill and care, and account for any money they handle in the transaction. In rare circumstances, a listing broker may offer "subagency" to other brokerages, which would represent the seller's interest and owe the seller the same duties as listed above.

Representing Buyers

When purchasing real estate, buyers usually choose to work with a real estate agent as well. Often the buyers want to be represented in the transaction. This is referred to as buyer's agency. Our brokerage and agents agree to represent a buyer's interest in a transaction must: follow the buyer's lawful instructions, be loyal to the buyer, promote the buyer's best interests, disclose material fact, maintaining confidential information, and accounting for money they handle in the transaction.

Dual Agency

Occasionally, the same agent and brokerage that represent the seller also represent the buyer. This is referred to as dual agency, which requires the consent of all parties involved. When a brokerage and its agents become "dual agents," they must maintain a neutral position between the buyer and the seller. They may not advocate the position of one client over the best interest of the other client, and the dual agent will disclose all adverse material facts relevant to the transaction and actually known to the dual agent to all parties in the transaction except for information made confidential by request or instructions from another client which is not allowed to be disclosed.

Representing Both the Buyer & Seller

On occasion, the buyer and seller will each be represented by two different agents from the same brokerage. In this case, the agents may each represent the best interest of their respective clients. The agents may both act as dual agents and remain neutral in the transaction. When either of the above occurs, the brokerage will be considered a dual agent. As a dual agent, the brokerage and its managers will maintain a neutral position and cannot advocate the position of one client over the other. Access Community Realty will maintain and protect the confidentiality of all parties.

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Working With Other Brokerages

When Access Community Realty list a property for sale, it also cooperates with and offer compensate to other Brokerages that represent buyer. As a seller, you should understand that just because Access Community Realty shares a fee with a brokerage representing the buyer, it does not mean that you will be represented by that buyer's brokerage. Instead, that company will be looking out for the buyer and (brokerage) will be representing your interests.

Other Relationships

BROKER'S OFFICE BROKERAGE RELATIONSHIP POLICY IS TO PROVIDE SELLER AND LANDLORD AGENCY; BUYER AND TENANT AGENCY; DESIGNATED AGENCY; SUBAGENCY; OR TO ACT AS A TRANSACTION BROKER

Fair Housing Statement

It is the policy of the State of Georgia to provide, within constitutional limitations, for fair housing throughout the United States. The provisions of the Georgia Fair Housing Law, as amended (O.C.G.A. 8-3-200 *et seq.*) make it unlawful to discriminate in the sale, rental, and financing of housing, and in the provision of brokerage and appraisal services, because of race, color, religion, sex, handicap, familial status, or national origin. O.C.G.A. Section 8-3-202(a)(3) of the Georgia Fair Housing Law, as amended, makes it unlawful to make, print, or publish, or cause to be made, printed, or published, any notice, statement, or advertisement, with respect to the sale or rental of a dwelling, that indicates any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination. However, the prohibitions of the act regarding familial status do not apply with respect to "housing for older persons", as defined in O.C.G.A. Section 8-3-205 of the Act.

We hope you find this information, which specifically identifies the role of agent and brokerages, to be helpful as you begin your real estate transaction,. If you have questions please ask them.

Please acknowledge receipt of this form. **Access Community Realty policies require your signature.** Your signature will not obligate you to work with our company if you choose not to do so.

Buyer Signature

Seller Signature

Buyer Print Name

Seller Print Name

Date

Date

Buyer Signature

Seller Signature

Buyer Print Name

Seller Print Name

Date

Date