



CONSUMER GUIDE TO AGENCY RELATIONSHIPS

We are pleased you have selected Select Ohio, Ltd. to help you with your commercial real estate needs. Whether you are selling, buying or leasing real estate Select Ohio, Ltd. can provide you with expertise and assistance. It is important to understand the role of the agents and brokers with whom you are working. Below is information that explains the various services agents can offer and their options for working with you.

Representing the Sellers: Most sellers of real estate choose to list their property 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 also represent the seller’s interests and owe the seller these same duties.

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. A brokerage and agent that 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

facts to the buyer, maintain confidential information and, account for any money they handle in the transaction.

Dual Agency: Occasionally the same agent and brokerage who represents the seller also represents the buyer. This is referred to as dual agency. 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 interests of the other client, or disclose any personal or confidential information to the other party without written consent.

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. Or, depending on company policy, 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 for the position of one client over another. The brokerage will also protect the confidentiality of all parties.

Working With Select Ohio, Ltd.: Select Ohio, Ltd. does offer representation to both buyers and sellers. Therefore the potential exists for one agent to represent a buyer who wishes to purchase property listed with another agent in our company. If this occurs each agent will represent their own client, but Select Ohio, Ltd. and its managers will act as a dual agent. This means the brokerage and its managers will maintain a neutral position and not take any actions that will favor one side over the other.

Working With Other Brokerages: Select Ohio, Ltd. does offer representation to both buyers and sellers. When Select Ohio, Ltd. lists property for sale it also cooperates with, and offers compensation to, other

brokerages that represent buyers, unless otherwise instructed by seller. Select Ohio, Ltd. does reserve the right, in some instances, to vary the compensation it offers to other brokerages. As a seller, you should understand that just because Select Ohio, Ltd. 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 Select Ohio, Ltd. will be representing your interests. When acting as a buyer’s agent, Select Ohio, Ltd. also accepts compensation offered by the listing broker. If the property is not listed with any broker, or the listing broker does not offer compensation, we will attempt to negotiate for a seller-paid fee.

Please sign to signify your receipt of this Agency Brochure.

Name/Company (Please Print)

Signature Date

Name/Company (Please Print)

Signature Date

