Dedicated to the Quality of Service You Have Come to Expect

CONSUMER GUIDE TO AGENCY RELATIONSHIPS

Howard & Associates
Real Estate – Appraisals – Auctions

We are pleased you have selected Howard & Associates Real Estate to help you with your real estate needs. Whether you are selling or buying real estate, Howard & Associates Real Estate 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 are some 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 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 interest, 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 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 in the transaction. They may not advocate the position of one client over the best interests of the other client, or disclose any 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 Howard & Associates Real Estate

Howard & Associates Real Estate only represents seller. It does not represent buyers of real estate. Therefore Howard & Associates will never act as a dual agent representing both parties in a transaction. Instead it will only act as the seller's agent in the sale of real estate.

Even though Howard & Associates Real Estate only lists properties for sellers, it can still work with buyers as customers. Howard & Associates Real Estate can provide buyers with non-confidential information and write offers at the buyer's direction, but will not act as the agent of these buyers. Instead such buyers will represent their own best interests.

It is also important for buyers to understand that because the listing agent has a duty of full disclosure to the seller buyers should not share any information with the listing agent that they would not want the seller to know.

Dedicated to the Quality of Service You Have Come to Expect

Working With Other Brokerages

When Howard & Associates Real Estate lists property for sale it also cooperates with, and offers compensation to, other brokerages that represent buyers. Howard & Associates Real Estate 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 Howard & Associates Real Estate 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 Howard & Associates Real Estate will be representing your interests.

We hope you find this information to be helpful to you as you begin your real estate transaction. When you are ready to enter into a transaction you will be given an Agency Disclosure Statement that specifically identifies the role of the agents and brokerages. Please ask questions if there is anything you do not understand.

_____	_____
Name Please Print	Name Please Print
_____	_____
Signature Date	Signature Date

FAIR HOUSING:

EQUAL HOUSING OPPORTUNITY

It is illegal, pursuant to the fair housing law, Division (H) of Section 4112.02 of the revised code and the federal housing law, 42, U.S.C.A. 3601, to refuse to sell, transfer, assign, rent, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status, military status, ancestry, handicap, or national origin; or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services; it is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood or a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.