

Seller-Side Agency Disclosure Summary

Who completes this form? The **managing broker*** of your real estate firm must fill out and sign the agency forms.

Who signs this form? Sellers, Out-of-State Broker, Broker of Record

Signing Process: 1. Use the Adobe Sign link to fill out the forms AND sign them. 2. The forms get sent to us automatically for approval. 3. Once we approve the forms, you can manually send them to the seller for signatures. 4. You sign. 5. We sign.

Why are these forms required? Agency disclosures are required in almost every state in the country prior to any substantive contact with a customer/client. Not providing agency forms to a customer/client in a timely manner subjects licensees to regulatory fines up to **\$5,000** for every instance in which one should have been presented.

***Not the Managing Broker?** If you're a licensee under a managing broker, send your managing broker the following info so they can fill out this form:

- Client's Name (if an entity, provide the entity name and type):
- Seller-Side or Buyer-Side:
- Property Address (Format: 123 Main Street, Anywhere, GA 30309):
- Officer's Name for Client's Entity:
- Officer's Title: