

## WORKING WITH A REAL ESTATE PROFESSIONAL

1 Pursuant to the Tennessee Real Estate Broker License Act, every Real Estate Licensee owes the following duties to  
2 every Buyer and Seller, Tenant and Landlord (collectively “Buyers” and “Sellers”).

- 3 1. To diligently exercise reasonable skill and care in providing services to all parties to the transaction;
- 4 2. To disclose to each party to the transaction any Adverse Facts of which Licensee has actual notice or knowledge;
- 5 3. To maintain for each party in a transaction the confidentiality of any information obtained by a Licensee prior to  
6 disclosure to all parties of a written agency agreement entered into by the Licensee to represent either or both parties  
7 in the transaction. This duty of confidentiality extends to any information which the party would reasonably expect  
8 to be held in confidence, except for any information required by law to be disclosed;
- 9 4. To provide services to each party to the transaction with honesty and good faith;
- 10 5. To disclose to each party to the transaction timely and accurate information regarding market conditions that might  
11 affect such transaction only when such information is available through public records and when such information is  
12 requested by a party;
- 13 6. To give timely account for earnest money deposits and all other property received from any party to a transaction;  
14 and
- 15 7. A) To refrain from engaging in self-dealing or acting on behalf of Licensee’s immediate family, or on behalf of any  
16 other individual, organization or business entity in which Licensee has a personal interest without prior disclosure of  
17 such personal interest and the timely written consent of all parties to the transaction; and  
18 B) To refrain from recommending to any party to the transaction the use of services of another individual,  
19 organization or business entity in which the Licensee has an interest or from whom the Licensee may receive a  
20 referral fee or other compensation for the referral, other than referrals to other Licensees to provide real estate  
21 services, without timely disclosure to the party who receives the referral, the Licensee’s interest in such a referral or  
22 the fact that a referral fee may be received.

23 In addition to the above, the Licensee has the following duties to his/her Client if the Licensee has become an Agent or  
24 Designated Agent in a transaction:

- 25 8. Obey all lawful instructions of the client when such instructions are within the scope of the agency agreement  
26 between the Licensee and Licensee’s client;
- 27 9. Be loyal to the interests of the client. Licensee must place the interests of the client before all others in negotiation  
28 of a transaction and in other activities, except where such loyalty/duty would violate Licensee’s duties to a customer  
29 in the transaction; and
- 30 10. Unless the following duties are specifically and individually waived in writing by a client, Licensee shall assist the  
31 client by:
  - 32 A) Scheduling all property showings on behalf of the client;
  - 33 B) Receiving all offers and counter offers and forwarding them promptly to the client;
  - 34 C) Answering any questions that the client may have in negotiation of a successful purchase agreement within  
35 the scope of the Licensee’s expertise; and
  - 36 D) Advising the client as to whatever forms, procedures and steps are needed after execution of the purchase  
37 agreement for a successful closing of the transaction.

38 Upon waiver of any of the above duties, a consumer must be advised in writing by such consumer’s agent that the  
39 consumer may not expect or seek assistance from any other licensees in the transaction for the performance of the above.



# AN EXPLANATION OF TERMS

40 **Facilitator/Transaction Broker (not an agent for either party).**

41 The licensee is not working as an agent for either party in this consumer's prospective transaction. A facilitator may  
42 advise either or both of the parties to a transaction but cannot be considered a representative or advocate of either party.  
43 "Transaction Broker" may be used synonymously with, or in lieu of, "facilitator" as used in any disclosures, forms or  
44 agreements. [By law, any licensee or company who has not entered into a written agency agreement with either party in  
45 the transaction is considered a Facilitator or Transaction Broker until such time as an agency agreement is established.]

46 **Agent for the Seller.**

47 The licensee's company is working as an agent for the property seller and owes primary loyalty to the seller. Even if the  
48 licensee is working with a prospective buyer to locate property for sale, rent, or lease, the licensee and his/her company  
49 are legally bound to work in the best interests of any property owners whose property is shown to this prospective buyer.  
50 An agency relationship of this type cannot, by law, be established without written consent.

51 **Agent for the Buyer.**

52 The licensee's company is working as an agent for the prospective buyer, owes primary loyalty to the buyer, and will  
53 work as an advocate for the best interests of the buyer. An agency relationship of this type cannot, by law, be established  
54 without a written buyer agency agreement.

55 **Disclosed Dual Agent (for both parties).**

56 Refers to a situation in which the licensee has agreements to provide services as an agent to more than one party in a  
57 specific transaction and in which the interests of such parties are adverse.

58 **Designated Agent for the Seller.**

59 The individual licensee that has been assigned by his/her Managing Broker and is working as an agent for the seller or  
60 property owner in this consumer's prospective transaction, to the exclusion of all other licensees in his/her company.  
61 Even if someone else in the licensee's company represents a possible buyer for this seller's property, the Designated  
62 Agent for the Seller will continue to work as an advocate for the best interests of the seller or property owner. An  
63 agency relationship of this type cannot, by law, be established without a written agency agreement.

64 **Designated Agent for the Buyer.**

65 The individual licensee that has been assigned by his/her Managing Broker and is working as an agent for the buyer in  
66 this consumer's prospective transaction, to the exclusion of all other licensees in his/her company. Even if someone else  
67 in the licensee's company represents a seller in whose property the buyer is interested, the Designated Agent for the  
68 Buyer will continue to work as an advocate for the best interests of the buyer. An agency relationship of this type  
69 cannot, by law, be established without a written agency agreement.

70 **Adverse Facts.**

71 "Adverse Facts" means conditions or occurrences generally recognized by competent licensees that have a negative  
72 impact on the value of the real estate, significantly reduce the structural integrity of improvements to real property or  
73 present a significant health risk to occupants of the property.

74 **Confidentiality.**

75 By law, every licensee is obligated to protect some information as confidential. This includes any information revealed  
76 by a consumer which may be helpful to the other party IF it was revealed by the consumer BEFORE the licensee  
77 disclosed an agency relationship with that other party. AFTER the licensee discloses that he/she has an agency  
78 relationship with another party, any such information which the consumer THEN reveals must be passed on by the  
79 licensee to that other party.



## CONFIRMATION OF AGENCY STATUS

Every real estate licensee is required to disclose his or her agency status in a real estate transaction to any buyer or seller who is not represented by an agent and with whom the licensee is working directly in the transaction. The purpose of this Confirmation of Agency Status is to acknowledge that this disclosure occurred. Copies of this confirmation must be provided to any signatory thereof. Notice is hereby given that the agency status of this licensee (or licensee's company) is as follows in this transaction:

The real estate transaction involving the property located at:

PROPERTY ADDRESS

**ONE of the Following Options MUST be completed by the Licensee:**

OPTION I (for Listing Licensee)	OPTION II (for Selling Licensee)
_____ LICENSEE NAME	_____ LICENSEE NAME
in this consumer's current or prospective transaction, is serving as:	in this consumer's current or prospective transaction, is serving as:
<input type="checkbox"/> <b>Transaction Broker or Facilitator.</b> (not an agent for either party).	<input type="checkbox"/> <b>Transaction Broker or Facilitator.</b> (not an agent for either party).
<input type="checkbox"/> <b>Agent for the Seller.</b>	<input type="checkbox"/> <b>Agent for the Seller.</b>
<input type="checkbox"/> <b>Disclosed Dual Agent (for both parties),</b> with the consent of both the Buyer and the Seller in this transaction.	<input type="checkbox"/> <b>Disclosed Dual Agent (for both parties),</b> with the consent of both the Buyer and the Seller in this transaction.
<input type="checkbox"/> <b>Designated Agent for the Seller.</b>	<input type="checkbox"/> <b>Designated Agent for the Seller.</b>
	<input type="checkbox"/> <b>Designated Agent for the Buyer.</b>

This form was delivered in writing, as prescribed by law, to any unrepresented buyer **prior to the preparation of any offer to purchase**, OR to any unrepresented seller **prior to presentation of an offer to purchase**; OR (if the licensee is listing a property without an agency agreement) **prior to execution of that listing agreement**. This document also serves as confirmation that the licensee's Agency or Transaction Broker status was communicated orally before any real estate services were provided and also serves as a statement acknowledging that the buyer or seller, as applicable, was informed that any complaints alleging a violation or violations of Tenn. Code Ann. § 62-13-312 must be filed within the applicable statute of limitations for such violation set out in Tenn. Code Ann. § 62-13-313(e) with the Tennessee Real Estate Commission, 710 James Robertson Parkway, 3<sup>rd</sup> Floor, Nashville, TN 37232, PH: (615) 741-2273. **This notice by itself, however, does not constitute an agency agreement or establish any agency relationship.**

Acknowledgement of confirmation of Agency relationship disclosure by Realtor® acting as Agent/Broker OR other status of Buyer/Tenant pursuant to the National Association of Realtors® Code of Ethics and Standards of Practice.

Seller Signature	Date	Buyer Signature	Date
Seller Signature	Date	Buyer Signature	Date
Listing Licensee	Date	Selling Licensee	Date
Listing Company		Selling Company	

*NOTE: This form is provided by TAR to its members for their use in real estate transactions and is to be used as is. By downloading and/or using this form, you agree and covenant not to alter, amend, or edit said form or its contents except as where provided in the blank fields, and agree and acknowledge that any such alteration, amendment or edit of said form is done at your own risk. Use of the TAR logo in conjunction with any form other than standardized forms created by TAR is strictly prohibited. This form is subject to periodic revision and it is the responsibility of the member to use the most recent available form.*

