



Buyer Representation Agreement Checklist

Client Identification & Contact Information

Verify accuracy of client details and ensure proper contact methods are documented.

Buyer's Full Name

Write something...

Buyer's Date of Birth (Year)

Enter a number...

Buyer's Primary Phone Number

Write something...

Buyer's Email Address

Write something...

Mailing Address

Write something...

Marital Status

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Widowed
- ☐ Other

Date of Agreement

Enter date...

Agency Disclosure & Explanation

Confirm the client understands the type of agency relationship (e.g., exclusive, non-exclusive, dual agency - if allowed) and its implications.

Agency Type

- ☐ Exclusive Representation
- ☐ Non-Exclusive Representation
- ☐ Dual Agency (If Permitted & Disclosed)

Explanation of Exclusive Representation

Write something...

Explanation of Non-Exclusive Representation

Write something...

Explanation of Dual Agency (If Applicable)

Write something...

Client Acknowledgement of Agency Relationship

Write something...

Client Understanding Confirmation

- ☐ Yes, I understand the agency relationship
- ☐ No, I do not understand the agency relationship

Client Signature acknowledging Agency Disclosure

Services to be Provided

Outline the specific duties and responsibilities the agent will provide to the buyer throughout the transaction.

Property Search & Identification

Write something...

Communication Methods

- ☐ Email
- ☐ Phone
- ☐ Text Messaging
- ☐ Video Conferencing

Property Viewings - Scheduling & Coordination

Write something...

Maximum Number of Properties Viewed Per Week (Optional)

Enter a number...

Offer Negotiation & Assistance

Write something...

Representation During Inspections

- ☐ Yes, Full Attendance
- ☐ Yes, Upon Request
- ☐ No, Client Responsibility

Contract Review & Explanation (Limited)

Write something...

Buyer's Objectives & Preferences

Document the buyer's desired property type, location, price range, and any specific needs or wants.

Desired Price Range (Minimum)

Enter a number...

Desired Price Range (Maximum)

Enter a number...

Preferred Property Types

- ☐ Single-Family Home
- ☐ Condominium
- ☐ Townhouse
- ☐ Multi-Family
- ☐ Land
- ☐ New Construction
- ☐ Fixer-Upper

Desired Neighborhoods/Areas (List)

Specific Location Requirements/Preferences (e.g., near schools, public transportation)

Write something...

Minimum Number of Bedrooms

Enter a number...

Minimum Number of Bathrooms

Enter a number...

Must-Have Features (e.g., garage, fenced yard, updated kitchen)

Write something...

Compensation & Payment

Clearly state how the agent will be compensated, including source of funds (seller, buyer, or split) and any potential adjustments.

Compensation Source

- ☐ Seller Pays
- ☐ Buyer Pays
- ☐ Split (Specify)

Agent Commission Rate (%)

Enter a number...

Total Commission Amount (\$)

Enter a number...

Payment Timing

- ☐ At Closing
- ☐ Staged Payments (Specify)

Payment Details (if staged)

Write something...

Co-broker Commission Split (if applicable)

- ☐ N/A
- ☐ Specify Split (%)

Term & Expiration

Define the duration of the agreement and the circumstances under which it will expire.

Effective Date of Agreement

Enter date...

Expiration Date of Agreement

Enter date...

Number of Days for Expiration (optional)

Enter a number...

Specific Circumstances for Early Termination (if applicable)

Write something...

Automatic Termination Events (select all that apply)

- ☐ Buyer Withdraws
- ☐ Agent Withdraws
- ☐ Property No Longer Available
- ☐ Buyer Enters into Agreement with Another Agent

Notes Regarding Extension/Modification (if any)

Write something...

Extension Option

- ☐ Automatic Extension Allowed
- ☐ Requires Written Consent for Extension
- ☐ No Extension Allowed

Property Viewings & Offers

Outline the process for property viewings, offer submission, and negotiation.

Description of Buyer's Viewing Preferences (e.g., open houses vs. private showings)

Write something...

Maximum Number of Properties to View Per Showing Day (Optional)

Enter a number...

Preferred Method for Receiving Property Listings (e.g., email, text, online portal)

- ☐ Email
- ☐ Text Message
- ☐ Online Portal
- ☐ Other

Instructions for Submitting Offers (e.g., submission deadline, pre-approval letter requirements)

Write something...

Date Offer Submission Deadline Must Be Met (if applicable)

Enter date...

Specific Offer Strategy Instructions (e.g., escalation clauses, appraisal gap coverage)

Write something...

Confidentiality & Data Privacy

Address confidentiality regarding the buyer's financial information and search criteria.

Buyer's Financial Information Disclosure

Write something...

Data Sharing Preferences

- ☐ No Data Sharing
- ☐ Limited Data Sharing (Specify)
- ☐ Standard Data Sharing

Specific Confidentiality Concerns

Write something...

Data Types to be Kept Confidential

- ☐ Pre-Approval Amount
- ☐ Down Payment Source
- ☐ Investment Portfolio Details
- ☐ Personal Financial Records

Agent's Confidentiality Commitment

Write something...

Legal Review & Acknowledgement

Confirm the buyer has had the opportunity to review the agreement and understands its terms. Indicate if legal counsel was sought.

Date Agreement Presented to Buyer

Enter date...

Buyer's Opportunity to Review Agreement

Write something...

Did Buyer Receive a Copy of the Agreement?

☐ Yes

☐ No

Did Buyer Have Opportunity to Consult with Legal Counsel?

☐ Yes

☐ No

☐ Not Applicable

Notes regarding Legal Counsel (if applicable)

Write something...

Buyer Acknowledgement Signature

Date of Buyer Acknowledgement

Enter date...

Signatures & Dates

Ensure both the buyer and the agent sign and date the agreement.

Buyer Signature

Date of Buyer Signature

Enter date...

Agent Signature

Date of Agent Signature

Enter date...

Printed Name of Buyer

Write something...

Printed Name of Agent

Write something...

Witness Signature (if required)

Write something...