

REALTORS® Association of Lloydminster and District
AGREEMENT TO REPRESENT BOTH SELLER AND BUYER
(For Use in Common Law Brokerages)

Between

THE BROKERAGE (WE) and **THE SELLER (YOU)** and **THE BUYER (YOU)**

1. THE PROPERTY

1.1 The land and buildings at (municipal address): _____

Legal Description:

Residential:

| | | |
|-------|--------|------|
| Plan: | Block: | Lot: |
|-------|--------|------|

Condominium:

| | |
|-------|--------------|
| Plan: | Unit Number: |
|-------|--------------|

Country Residential:

| | | | |
|----------------------|--------|--------------|----------|
| Subdivision Name: | Plan: | Unit Number: | |
| W. of _____ Meridian | Range: | Township: | Section: |

2. CONSUMER RELATIONSHIPS GUIDE

- 2.1 This agreement is for situations where we represent both the buyer and the seller in the sale and purchase of this property only.
- 2.2 You each acknowledge you have received and read the *Consumer Relationships Guide* (Guide) and understand the limited agency responsibilities.
- 2.3 Our responsibilities are only limited for this potential transaction. If the transaction does not proceed, our responsibilities continue to be those set out in your respective representation agreements.

3. OUR RESPONSIBILITIES

- 3.1 We must:
 - (a) be impartial in our dealings with you both.
 - (b) exercise reasonable care and skill in carrying out our duties.
 - (c) obey your lawful instructions as far as they are consistent with this agreement.
 - (d) comply with the *Real Estate Act* and its regulations and the rules and bylaws of the Real Estate Council of Alberta/Saskatchewan Real Estate Council.
 - (e) not act in a way that benefits one of you at the expense of the other.
 - (f) give you a copy of this agreement as soon as possible after signing.

4. OUR RESPONSIBILITIES ABOUT INFORMATION

- 4.1 We must:
 - (a) act honestly.
 - (b) present all offers and counter-offers to and from each of you, even when you have accepted another purchase contract.
 - (c) pass on all information to you that the other side wants you to know.
 - (d) keep you informed of progress.
 - (e) tell you what information we've given to the other side.
 - (f) tell you all information we receive while this agreement is in effect especially:
 - (i) to the buyer, all material latent defects affecting the property.
 - (ii) to the seller, all material facts about the buyer's ability to buy the property.

but we cannot provide you the information described in clause 4.2.

- 4.2 We agree not to tell either of you without the informed written consent of the other:
 - (a) that the other side may be prepared to move on the price or to offer more favourable terms.
 - (b) the other side's reasons for buying or selling the property.
 - (c) personal and confidential information about the other.

5. OUR FACILITATION SERVICES

- 5.1 We will:
 - (a) make sure the real estate professional that helps you meets our applicable policies and procedures and treats you both impartially.
 - (b) supervise our real estate professional and support staff to make sure they properly carry out their responsibilities under this agreement.
 - (c) hold money we receive in trust, as the *Real Estate Act* requires.

Seller's Initials _____ Buyer's Initials _____ Brokerage Representative's Initials _____



- 5.2** As part of our services, we will:
- (a) help you negotiate an agreement.
 - (b) give you property statistics and information, including comparative information from listing services and local databases.
 - (c) give you and prepare agreements of purchase and sale and other relevant documents according to your instructions.
 - (d) give you the names of real estate appraisers, mortgage brokers, lawyers, surveyors, building inspectors, lenders, insurance agents, architects, engineers, and other professionals. We will not recommend any specific service provider.

6. OUR FACILITATION SERVICES DON'T INCLUDE

- 6.1** We will not:
- (a) for the buyer:
 - (i) carry out or influence an independent inspection of the property.
 - (ii) arrange an independent inspection of the property, unless the buyer instructs us.
 - (iii) make sure the seller's information or statements about the property are accurate or complete.
 - (b) for the seller:
 - (i) carry out or influence an independent inquiry into the buyer's financial status.
 - (ii) make sure the buyer's financial information is accurate or complete.

7. OUR FEE

7.1 You both pay fees according to your representation agreements with us.

8. OTHER DETAILS ABOUT THIS AGREEMENT

- 8.1** Anything we know about either of you will not be attributed to the other.
- 8.2** Neither of you will be liable to the other for anything we do.
- 8.3** Any future changes to this agreement must be in writing and signed by all of us to be effective.
- 8.4** Words with a singular meaning may be read as plural when required by the context.
- 8.5** If any clauses added to this agreement conflict with standard clauses in this agreement, the added clauses apply.
- 8.6** Except for the representation agreements you both have with us, this agreement is the entire agreement between us and each of you. Anything we discussed with you, or that you told us, is not part of this agreement unless it is in this agreement.
- 8.7** You each acknowledge that:
 - (a) you have read this agreement.
 - (b) you had the opportunity to get independent advice from a lawyer, tax adviser, lender, appraiser, surveyor, structural engineer, property inspector or such other professional service provider as you require before signing this agreement.
 - (c) this agreement accurately sets out what we and you agree to.

9. CONTACT INFORMATION

9.1 The following contact information must be used for all written communications between us and you. If this contact information changes, we and you must tell each other in writing within two days of the change.

SELLER:

Name _____

Address _____

Phone: _____ Fax: _____
(postal code)

Email: _____

Name _____

Address _____

Phone: _____ Fax: _____
(postal code)

Email: _____

BUYER:

Name _____

Address _____

Phone: _____ Fax: _____
(postal code)

Email: _____

Name _____

Address _____

Phone: _____ Fax: _____
(postal code)

Email: _____

Seller's Initials _____ Buyer's Initials _____ Brokerage Representative's Initials _____



BROKERAGE:

Name _____

Address _____

Phone _____ Fax _____ (postal code)

Email _____

BROKERAGE REPRESENTATIVE:

Name _____

Address: c/o the Brokerage

Phone _____ Fax _____

Email _____

9.2 We and you may communicate and deliver documents and information to each other in person, by mail, or electronically. We and you acknowledge there are risks with each of these methods and we have explained these risks to you.

9.3 We and you agree that for our communication an electronic signature will have the same function as an ink signature and that any documents or information exchanged between us will be considered delivered when they are sent.

SIGNATURES:

SIGNED AND DATED on _____, 20____.

Signature of Seller _____

Print Name of Seller _____

Signature of Witness _____

Print Name of Witness _____

Signature of Seller _____

Print Name of Seller _____

Signature of Witness _____

Print Name of Witness _____

Signature of Brokerage Representative _____

Signature of Buyer _____

Print Name of Buyer _____

Signature of Witness _____

Print Name of Witness _____

Signature of Buyer _____

Print Name of Buyer _____

Signature of Witness _____

Print Name of Witness _____

Print Name of Brokerage Representative _____

Seller: Initial here to show you have received a copy of this Agreement _____

Initials Dated at _____m. on _____, 20____.

Buyer: Initial here to show you have received a copy of this Agreement _____

Initials Dated at _____m. on _____, 20____.