

RE/MAX Southern Homes

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AGENCY / BROKERAGE OFFICE POLICY

The Real Estate Consumers Agency and Disclosure Act (**RECAD**) requires the qualifying Broker to adopt and maintain an agency disclosure office policy that sets out the types of brokerage services that his or her company and licensees may offer or accept.

RE/MAX Southern Homes has chosen to offer the following services: Singly agency, Sub-agency, Limited Consensual Dual Agency, and Transaction Brokerage, as defined in the Real Estate Brokerage Service Disclosure, a copy of which is a part of this policy and attached hereto.

When securing a listing, RE/MAX Southern Homes and its Sales Agents shall obtain permission from the Client Seller to make unilateral offers of Cooperation and Compensation to other real estate firms acting either as Subagents or Buyer Agent or Transaction Brokers. RE/MAX Southern Homes Sales Agents shall act as agents of all sellers who have listed their property with RE/MAX Southern Homes, unless transaction brokerage status is desired by seller. The Single Agency Seller Listing Agreement Addendum is to be attached to the listing agreement contract.

RE/MAX Southern Homes Sales Agents shall attempt to establish a buyer client relationship with buyers in general, but specifically with any of the categories listed below. When buyers will not enter into a buyer agency relationship they should be treated as customers and properties should be shown as subagents of the seller, or as a transaction broker, as so indicated by the consumer in the RE/MAX Southern Homes Brokerage Homes Brokerage Service Agreement.

All of the following should be converted to Buyer Clients:

Self	Former client or customer
Buyer who wants anonymity	Owner of Active RE/MAX Southern Homes listing
Relative	First time buyer
Close friend	Corporate transferees
Business associate/partner	Buyer who wants representation

When showing and/or selling a RE/MAX Southern Homes listing to a buyer client a Limited Consensual Dual Agent representation needs to be agreed to. The Single Agency Buyer Exclusive representation provides for the buyer to elect to work with the Broker as a Limited Consensual Dual Agent and the seller who has listed RE/MAX Southern Homes normally has consented to the terms of the Limited Consensual Dual Agency in advance. However, both parties must sign the RE/MAX Southern Homes Limited Consensual Dual Agency Agreement prior to a specific transaction being negotiated as a Limited Consensual Dual Agent. In dual capacity situations, RE/MAX Southern Homes Sales Agents will not disclose to the seller the highest price that the buyer will pay. Should there be other terms that either party considers confidential, specifics regarding these should be included in the Limited Consensual Dual Agency Agreement and thereby held as confidential from the other client.

When showing listings of other companies RE/MAX Southern Homes Agents shall identify themselves as a Buyer Agent or Subagent of the Seller or Transaction Broker prior to showing the property. These are the only relationships for co-op transactions.

This policy is to be adhered to by all RE/MAX Southern Homes Sales Agents. This policy supersedes previous company agency policy and becomes effective May 1, 2000.

This is for information purposes. This is not a contract.

REAL ESTATE BROKERAGE SERVICES DISCLOSURE

* Alabama law requires you, the consumer, to be informed about the types of services which real estate licensees may perform. The purpose of this disclosure is to give you a summary of these services.

A SINGLE AGENT is a licensee who represents only one party in a sale. That is, a single agent represents his or her client. The client may be either the seller or the buyer. A single agent must be completely loyal and faithful to the client.

A SUB-AGENT is another agent/licensee who also represents only one party in a sale. A sub-agent helps the agent represent the same client. The client may be either the seller or the buyer. A sub-agent must also be completely loyal and faithful to the client.

A LIMITED CONSENSUAL DUAL AGENT is a licensee for both the buyer and the seller. This may only be done with the written, informed consent of all parties. This type of agent must also be loyal and faithful to the client, except where the duties owed to the clients conflict with one another.

A TRANSACTION BROKER assists one or more parties, who are customers, in a sale. A transaction broker is not an agent and does not perform the same services as an agent.

* Alabama law imposes the following obligations on all real estate licensees to all parties, no matter their relationship:

1. To provide services honestly and in good faith;
2. To exercise reasonable care and skill;
3. To keep confidential any information gained in confidence, unless disclosure is required by law or duty to a client, the information becomes public knowledge, or disclosure is authorized in writing;
4. Present all written offers promptly to the seller;
5. Answer your questions completely and accurately

Further, even if you are working with a licensee who is not your agent, there are many things the licensee may do to assist you. Some examples are:

1. Provide information about properties;
2. Show properties;
3. Assist in making a written offer;
4. Provide information on financing

You should choose which type of service you want from a licensee, and sign a brokerage service agreement. If you do not sign an agreement, by law the licensee working with you is a transaction broker.

The licensee's broker is required by law to have on file an office policy describing the company's brokerage services. You should feel free to ask any questions you have.

The Alabama Real Estate Commission requires the real estate licensee to sign, date, and provide you a copy of this form. Your signature is not required by law or rule, but would be appreciated.

Name of Licensee: Paul A. DeCarlo Date: _____

Signature of Licensee: _____

Consumer Name: _____

Signature _____ Date _____

Consumer Name: _____

(Acknowledgment for Receipt Purposes, Only)

Signature _____ Date _____