

AGENCY BASICS:

Agency is an intentional relationship where a licensee represents a person in a real estate transaction, with that person's express authority. The relationship is memorialized in a written Brokerage Agreement, which must include:

- A definite termination date,
- Amount of brokerage fee and when it's due, and
- Any services to be rendered by the agent.

You need a written brokerage agreement from the time a client engages your services. The VREB has confirmed that you must use your judgment to determine when that happens.

BEST PRACTICES:

- ✓ Get a written Brokerage Agreement with your client as soon as possible.
- ✓ If you are acting as a Limited Service agent, you must disclose and provide your client with a list of services you are and are not providing.
- ✓ You must disclose a related brokerage relationship to any unrepresented party upon having a substantive discussion about a property.
- ✓ Do not terminate an agency relationship without cause or a release.