

BUYER / SELLER AGENT AGREEMENT CHECKLIST

Use this as a quick reference guide

- ☐ Parties & Property Info — names, property address
- ☐ Agreement Type — buyer agency, seller representation, seller listing, services only
- ☐ Term — start/end dates
- ☐ Scope of Services — specific tasks included, specific services to be provided
- ☐ Compensation Structure — fee/commission/rate, limits, triggers
- ☐ Milestones/Deliverables — e.g., MLS listing within 48 hours, staging, services
- ☐ Termination — conditions & notice period
- ☐ Expenses/Costs — advertising, staging, etc.
- ☐ Conflict of Interest/Disclosures
- ☐ Dispute Resolution — arbitration/court
- ☐ Signatures & Dates
- ☐ Required State Disclosures Attached

