

WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) (FOR LANDLORDS)

NOTE: This form is intended for use by agents working with landlords. It is similar, but not exactly the same as the "Working with Real Estate Agents Disclosure (For Sellers)" published by the NC Real Estate Commission (available as NCAR Standard Form #520), which agents working with sellers are required to use.

IMPORTANT

This form is not a contract. Signing this disclosure only means you have received it.

- In a real estate lease transaction, it is essential to understand whether an agent is representing you.
- Real estate agents are required to (1) go over this form with you during the first significant interaction—before requesting or receiving any confidential information—and (2) provide you with a copy of the form once you have signed it. This is to ensure your protection.
- Do not disclose any confidential details to a real estate agent or assume they are representing you until you have a signed agreement in place with the agent. Without such an agreement, the agent may disclose your confidential information to others.

Note to Agent: Check all relationship types below that may apply to this landlord.

_____ **Landlord's Agency** (listing agent): The agent who provided you with this form (along with their agency) must have a signed listing agreement with you before they can begin promoting your property for lease. Once you sign the listing agreement, the listing agency and its agents will represent you. The tenant will either be represented by an agent from a different real estate firm or remain unrepresented.

_____ **Dual Agency:** Dual agency arises if your listing agency has a tenant-client interested in leasing your property. If you consent through a written agency agreement, the real estate firm and any agent within the same company can represent both you and the tenant simultaneously. In a dual agency situation, the agent's loyalty is shared between you and the tenant, but the firm and its agents must ensure fair and equal treatment for both parties and cannot assist one side in gaining an advantage over the other.

_____ **Designated Dual Agency:** If you agree to a written agency agreement, the real estate firm will represent both you and the tenant. However, the firm will assign one agent to represent you and another agent to represent the tenant. Each designated agent will be exclusively loyal to their respective client.

_____ **Tenant Agent Working with an Unrepresented Landlord (For Lease By Owner):** The agent who provided you with this form will not be representing you and does not owe you any loyalty. The agent will only represent the tenant. Avoid sharing any confidential information with this agent.

Note to Landlord: For additional details on an agent's responsibilities and services, refer to the NC Real Estate Commission's "Questions and Answers on: Working With Real Estate Agents" brochure available at ncrec.gov (under Publications, Q&A Brochures), or request a copy from an agent.

Landlord's signature

Landlord's signature

Date

Agent's name

Agent's license no.

Firm name

