

## WORKING WITH REAL ESTATE AGENTS (LEASE TRANSACTIONS) (FOR TENANTS)

*NOTE: This form is intended for agents assisting tenants. While it is similar to the "Working with Real Estate Agents Disclosure (For Buyers)" provided by the NC Real Estate Commission (available as NCAR Standard Form #520), it is not an exact replica and is specifically for agents working with tenants.*

### IMPORTANT

This form isn't a contract. By signing this disclosure, you acknowledge you've received it.

- In a real estate lease transaction, it's important to know if an agent represents you.
- Real estate agents must (1) review this form with you during your first substantial contact, before asking for or receiving your confidential info, and (2) give you a copy after you sign it. This is for your protection.
- Do not share any confidential information with a real estate agent or assume they are representing you until you've signed an agreement with them to officially represent you. Otherwise, the agent may disclose your confidential details to others.

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

\_\_\_\_\_ **Tenant Agency:** If you agree, the agent who provided you with this form (along with their firm) would represent you as a tenant agent and act in your best interests. You may start with an oral agreement, but the agent must establish a written tenant agency agreement with you before submitting a written or oral offer on your behalf. The landlord would either be represented by an agent from a different real estate firm or remain unrepresented.

\_\_\_\_\_ **Dual Agency:** Dual agency will arise if you lease a property listed by the firm that represents you. If you agree, the real estate firm and any agent within the same firm would be allowed to represent both you and the landlord simultaneously. A dual agent's loyalty would be split between you and the landlord, but the firm and its agents must treat both parties fairly and equally, without helping one party gain an advantage over the other.\*

\_\_\_\_\_ **Designated Dual Agency:** If you agree, the real estate firm would represent both you and the landlord, but the firm would assign one agent to represent you and a different agent to represent the landlord. Each designated agent would owe loyalty only to their respective client.\*

\* Any agreement between you and an agent that allows dual agency must be documented in writing no later than when you submit an offer to lease.

\_\_\_\_\_ **Unrepresented Tenant (Landlord subagent):** The agent who provided you with this form may assist you in your lease but will not be representing you and has no loyalty to you. The agent will represent the landlord and is obligated to share any information about you (including personal, financial, or confidential details) that could assist the landlord in leasing their property.

**Note to Tenant:** For more details on an agent's duties and services, refer to the NC Real Estate Commission's "Questions and Answers on: Working With Real Estate Agents" brochure at [ncrec.gov](http://ncrec.gov) (Publications, Q&A Brochures) or request a copy from an agent.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's name

\_\_\_\_\_  
Agent's license no.

\_\_\_\_\_  
Firm name