



# NEW HAMPSHIRE REAL ESTATE COMMISSION

61 South Springs St., Concord, NH 03301 Tel.: (603) 271-2701

## BROKERAGE RELATIONSHIP DISCLOSURE FORM (This is Not a Contract)

*This form shall be presented to the consumer at the time of first business meeting,  
prior to any discussion of confidential information*

### Right Now You Are A Customer

**Unless or until you enter into a written agreement for agency representation, you are considered a Customer and the real estate broker or salesperson will not act as your agent. As a Customer, you should not expect the real estate broker or salesperson to promote your best interest, or to keep your bargaining information confidential.**

### To Become A Client

**Clients receive more services than customers. You become a client by entering into a written agency agreement for representation as a seller/landlord or as a buyer/tenant.**

**In accordance with RSA 331-A:25-a the duties of an agent to a client are:**

- |                 |                  |
|-----------------|------------------|
| Loyalty         | Lawful Obedience |
| Disclosure      | Confidentiality  |
| Reasonable Care | Diligence        |
| Accounting      |                  |

Client-level services also include advice, counsel and assistance in negotiations.

**If you do not sign a written agency agreement, you will not be owed these duties.**

For more information about real estate relationships, please see page 2 of this disclosure form.

**I acknowledge receipt of this disclosure as required by the New Hampshire Real Estate Commission (Pursuant to Rea 701.01).**

**\*\*\*\*\* I understand that unless I have become a client I should  
not disclose any confidential information \*\*\*\*\***

\_\_\_\_\_  
Name of Consumer (Please Print)

\_\_\_\_\_  
Name of Consumer (Please Print)

\_\_\_\_\_  
Signature of Consumer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Consumer

\_\_\_\_\_  
Date

Provided by: \_\_\_\_\_

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Real Estate Brokerage Firm

\_\_\_\_\_  
Consumer has declined to sign this form.

(Licensees Initials)

To check on the license status of a real estate firm or licensee go to [www.nh.gov/nhrec](http://www.nh.gov/nhrec). Inactive licensees may not practice real estate brokerage.

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Effective 7/15/2010

## *Types of Brokerage Relationships commonly practiced in New Hampshire*

### *SELLER AGENCY (RSA 331-A:25-b)*

A seller agent is a licensee who acts on behalf of a seller or landlord in the sale, exchange, rental, or lease of real estate. The seller is the licensee's client and the licensee has the duty to represent the seller's best interest in the real estate transaction.

### *BUYER AGENCY (RSA 331-A:25-c)*

A buyer agent is a licensee who acts on behalf of a buyer or tenant in the purchase, exchange, rental, or lease of real estate. The buyer is the licensee's client and the licensee has the duty to represent the buyer's best interests in the real estate transaction.

### *SINGLE AGENCY (RSA 331-A:25-b; RSA 331-A:25-c)*

Single agency is a practice where a firm represents the buyer only, or the seller only, but never both in the same transaction. Disclosed dual agency cannot occur.

### *SUB-AGENCY (RSA 331-A:2, XIII)*

A sub-agent is a licensee who works for one firm, but is engaged by the principal broker of another firm to perform agency functions on behalf of the principal broker's client. A sub-agent does not have an agency relationship with the customer.

### *DISCLOSED DUAL AGENCY (RSA 331-A:25-d)*

A disclosed dual agent is a licensee acting for both the seller/landlord and the buyer/tenant in the same transaction with the knowledge and written consent of all parties.

The licensee cannot advocate on behalf of one client over another. Because the full range of duties cannot be delivered to both parties, written informed consent must be given by all clients in the transaction.

A dual agent may not reveal confidential information without consent, such as:

1. Willingness of the seller to accept less than the asking price.
2. Willingness of the buyer to pay more than what has been offered.
3. Confidential negotiating strategy not disclosed in the sales contract as terms of the sale.
4. Motivation of the seller for selling nor the motivation of the buyer for buying.

### *DESIGNATED AGENCY (RSA 331-A:25-e)*

A designated agent is a licensee who represents one party of a real estate transaction and who owes that party client level services, whether or not the other party to the same transaction is represented by another individual licensee associated with the same brokerage firm.

### *FACILITATOR (RSA 331-A:25-f)*

A facilitator is an individual licensee who assists one or more parties during all or a portion of a real estate transaction without being an agent or advocate for the interests of any party to such transaction. A facilitator can perform ministerial acts, such as showing property, preparing and conveying offers, and providing information and administrative assistance, and other customer-level services. This relationship may change to an agency relationship by entering into a written contract for representation, prior to the preparation of an offer.

### *ANOTHER RELATIONSHIP (RSA 331-A:25-a)*

If another relationship between the licensee who performs the services and the seller, landlord, buyer or tenant is intended, it must be described in writing and signed by all parties to the relationship prior to services being rendered.