



AGENCY NOTES AND DIRECTIONS TO BECOME A CLIENT

“Unless or until you enter into a written agreement with the Company for agency representation, you are considered a “Customer” of the Company, and the Company will **not** act as your agent. As a Customer, you should **not** expect the Company or its licensees to promote your best interest...”

~From the SC Agency Disclosure Brochure

Become a “Client” by reviewing the *Agency Disclosure Brochure* and completing the *Agency Policy* form and the *Exclusive Right to Buy Buyer Agency Contract*. It costs nothing for home buyers to become clients (unless agreed to differently) when working with Steve and Weichert, Realtors Coastal Properties as the seller pays the commission. Simply check item 5. d. which notes “...Broker shall be paid by the cooperating broker as stated in the Multiple Listing Service...”

Clients receive more services than customers. Steve suggests all “customers” consider becoming Weichert “clients” as soon as possible to gain many client-level services.

DIRECTIONS TO BECOME A CLIENT

Agency Policy Form: Buyers Sign and Date bottom of form

Exclusive Right to Buy Buyer Agency Contract: Portions have been filled out in advance to save time. Review all pages.

Top Line: Buyers clearly print their names. Then buyers fill in information

General Description: List type of property such as land, single family home, villa...

Approximate Price Range: List your price range such as \$225-\$275,000

General Location: List the area such as Bluffton Off Plantation, Hilton Head Off Plantation, Sun City Hilton Head, Sea Pines or a neighborhood or a plantation... or Simply Bluffton or HHI.

Preferred Terms: List your preferred terms such as cash purchase or financed.

Other:


Bottom of All Pages: Buyers initial bottom of all pages.

Page 2 Item 6. Term of Agency: List a year’s time frame (Today’s Date to same Month/Day next year.)

Last Page 4: Buyers Sign names, date and time. Buyers provide their contact information by clearly printing their email addresses, phone number (Mobile Number Preferred if you always have your phone handy), fax and mailing address.

Return documents to Steve for processing by scan & email or Fax. If you scan, please scan properly so all documents can be printed clearly. If you fax, attach a cover sheet noting “Attn: Steve W.” Questions? Steve recommends home buyers speak with their local South Carolina real estate attorney with any questions regarding legal forms. We look forward to having you as new “clients.”



Stephen S. Wallace, Realtor®, ABR, MOM, CWLS & SFR
Steve Wallace Real Estate Listings & Home Sales
2 Rose Hill Way ▪ Bluffton, SC 29910
Mobile: (843) 540-4282 ▪ Office: (843) 815-9191 ▪ Fax (843) 815-9192
E-mail: SteveW@WeichertCP.com
www.SouthCarolinaRealEstateS.com
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