



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

*NOTE: This form is designed for use by agents working with landlords. It is similar, but not identical, to the "Working with Real Estate Agents Disclosure (For Sellers)" published by the NC Real Estate Commission (available as NCAR Standard Form #520), which **must** be used by agents working with sellers.*

### IMPORTANT

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

- In a real estate lease transaction, it is important that you understand whether an agent represents you.
- Real estate agents should (1) review this form with you at first substantial contact - before asking for or receiving your confidential information and (2) give you a copy of the form after you sign it. This is for your own protection.
- Do not share any confidential information with a real estate agent or assume that the agent is acting on your behalf until you have entered into a written agreement with the agent to represent you. Otherwise, the agent can share your confidential information with others.

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

\_\_\_\_\_ **Landlord's Agency** (listing agent): The agent who gave you this form (and the agent's firm) must enter into a written listing agreement with you before they begin to market your property for lease. If you sign the listing agreement, the listing firm and its agents would then represent you. The tenant would either be represented by an agent affiliated with a different real estate firm or be unrepresented.

\_\_\_\_\_ **Dual Agency:** Dual agency will occur if your listing firm has a tenant-client who wants to lease your property. If you agree in a written agency agreement, the real estate firm, and any agent with the same firm (company), would be permitted to represent you and the tenant at the same time. A dual agent's loyalty would be divided between you and the tenant, but the firm and its agents must treat you and the tenant fairly and equally and cannot help you gain an advantage over the other party.

\_\_\_\_\_ **Designated Dual Agency:** If you agree in a written agency agreement, the real estate firm would represent both you and the tenant, but the firm would designate one agent to represent you and a different agent to represent the tenant. Each designated agent would be loyal only to their client.

\_\_\_\_\_ **Tenant Agent Working with an Unrepresented Landlord (For Lease By Owner):** The agent who gave you this form will not be representing you and has no loyalty to you. The agent will represent only the tenant. Do not share any confidential information with this agent.

**Note to Landlord:** For more information 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 ask an agent for a copy of it.

\_\_\_\_\_  
Landlord's signature

\_\_\_\_\_  
Landlord's signature

\_\_\_\_\_  
Date

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

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

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

