RECAD Office Policy

I. Introduction

This policy outlines the procedures and practices for handling the Real Estate Consumer's Agency and Disclosure Act (RECAD), in accordance with Alabama law. All agents and employees of KELLY RIGHT REAL ESTATE must adhere to these policies and procedures.

II. Purpose

The purpose of this policy is to ensure compliance with the Alabama Real Estate Commission's regulations regarding RECAD disclosures and to maintain transparency and integrity in our real estate transactions.

III. Brokerage Services

* Alabama law requires you, the consumer, to be informed about the types of services, which real estate licensees may perform. The purpose of this disclosure is to give you a summary of these services.

A SINGLE AGENT is a licensee who represents only one party in a sale. That is, a single agent represents his or her client. The client may be either the seller or the buyer. A single agent must be completely loyal and faithful to the client.

A SUBAGENT is another agent/licensee who also represents only one party in a sale. A subagent helps the agent represent the same client. The client may be either the seller or the buyer. A subagent must also be completely loyal and faithful to the client.

A LIMITED CONSENSUAL DUAL AGENT is a licensee for both the buyer and the seller. This may only be done with the written, informed consent of all parties. This type of agent must also be loyal and faithful to the client, except where the duties owed to the client conflict with one another.

A TRANSACTION BROKER assists one or more parties, who are customers in a sale. A transaction broker is not an agent and does not perform the same services as an agent.

*I, the undersigned, do hereby acknowledge that Kelly Right Real Estate has instituted this written office policy on agency services.

**I acknowledge that I have read and understand the types of brokerage services available and that a copy of both policy and acknowledgment will remain in my personal file for 3 years.

AGENT NAME_____   DATE_____

AGENT SIGNATURE_____