

## KELLER WILLIAMS CAPITAL VALLEY

### Document Retention and Standards Certification

The Bureau of Real Estate requires that all documents and correspondence relating to a real estate transaction be retained by the Broker. It is for compliance and protection that Keller Williams requires that all documents and e-mails be uploaded into the Command file for each transaction an agent is involved in, **even if escrow does not close!**

I, \_\_\_\_\_ am aware that I am required to provide my broker  
(Agent Name)

with copies of all documents and correspondence related to this transaction. By signing below, I certify that I have uploaded into Command, copies of all documents and correspondence related to this transaction. I understand that I am required to read and understand the current Local Policies and Guidelines Manual from Keller Williams. In addition, I understand that I must abide by do not call telemarketing restrictions. A list of consumers who have requested that they not be contacted is maintained by your local MCA. Information regarding do not call laws can be found on-line at: <https://www.consumer.ftc.gov/articles/0198-telemarketing-sales-rule>

**Property** \_\_\_\_\_

Street Address

Agent(s) represented:

- Buyer
- Seller
- Both

\_\_\_\_\_  
(Agent Signature)

\_\_\_\_\_  
(Agent Signature)

\_\_\_\_\_  
(Agent Signature)