

\_\_\_\_\_  
Sales Associate Name

**Keller Williams Realty – Capital Valley**  
**Company Policies for Agents Selling their**  
**own Real Property**

**Personal Transactions:**

Keller Williams encourages agents to own real estate and to build other sources of income with real estate. For the sale of agent's own residential 1-4 property, personal transactions, (where the agent is on title or has any indirect ownership) the following policy applies:

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Agent initials      • Agent/Seller shall use another agent to represent them when listing their property if the property has been owned by the Agent/Seller for less than 180 days or where the Agent/Seller developed or constructed the property. No referral fees back to the Agent/Seller are allowed, this would create a non-arm's length situation. The minimum commission to the listing agent is .75%.
  
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Agent initials      • Agent/Seller must have a home inspection (a written report) issued by a licensed General Contractor or a credentialed home inspector who is a member of ASHI, CREIA, NACHI, or NAHI, prior to closing and provide copy of inspection to buyer and Keller Williams.
  
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Agent initials      • Agent/Seller cannot represent the buyer of the property under any circumstances. If agent/Seller has found a buyer, Agent/Seller must have another agent represent the buyer. No referral fees are allowed to be received by Agent/Seller selling their own property as this would create a non-arm's length situation.
  
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Agent initials      • Only CAR (California Association of REALTORS) forms can be used and they must be the most current forms available.
  
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Agent initials      • Full disclosure of Agent/Seller's license status and ownership interest shall be made in all advertising and in documentation provided to Buyer.
  
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Agent initials      • A completed and signed (by Agent/Seller) Transfer Disclosure Agreement shall be delivered to, and signed by, Buyer.
  
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Agent initials      • Agent/Seller must provide a home warranty policy.

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Sales Associate Signature

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Date