
Sales Associate Name

Keller Williams Realty – Natomas
Company Policy for Agent 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:

- _____ Agent initials

 - Agent **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 developed or constructed the property. No referral fees back to the agent are allowed, this would create a non-arm's length situation. The minimum commission to a listing agent is .75%.

- _____ Agent initials

 - Agent must have a home inspection (a written report) issued, by 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.

- _____ Agent initials

 - Agent cannot represent the buyer of the property under any circumstances. If agent has found a buyer, agent must have another agent fully representing the buyer. No referral fees are allowed to the agent selling their own property as this would create a non-arm's length situation.

- _____ Agent initials

 - Only CAR (California Association of REALTORS) forms can be used and they must be the most current forms available.

- _____ Agent initials

 - Full disclosure of agent's license status and ownership interest shall be made in all advertising and in documentation provided to Buyer.

- _____ Agent initials

 - A completed and signed (by Agent/Seller) Transfer Disclosure Agreement shall be delivered to, and signed by, Buyer.

- _____ Agent initials

 - Agent must provide a home warranty policy.

Sales Associate Signature

Date