



17700 SW Upper Boones Ferry Rd., #100  
Portland, OR 97224  
(503) 597-2444

To: \_\_\_\_\_

On behalf of Keller Williams® Portland Premiere and myself, I'd like to welcome you as a client. I look forward to acting as your agent in finding the right property for you. I have provided you with an Initial Agency Disclosure Pamphlet that explains agency relationships between Oregon real estate licensees and their clients. Please, let me take this opportunity to explain how we at Keller Williams Portland Premiere work on behalf of our buyer clients.

I will work with you to:

- Find the property that meets your requirements
- Advise on the business aspects of the transaction
- Negotiate for the purchase of the property and
- Finalize your purchase

Although my representation for this purchase will terminate upon closing of the transaction, I will continue to maintain and honor all confidences you have shared with me.

To help ensure you receive the service you deserve, I ask that you

- Keep me aware of your property requirements, needs, and concerns; and
- Share with me any specific plans you have for the property and any major changes anticipated for the property once you have purchased

so I may suggest additional professionals such as home inspectors, engineers, land use consultants, lawyers, accountants who may assist you in matters outside the scope of my expertise.

There are a great many decisions to be made and things to consider when purchasing real property. To help you understand my role and the many issues that may arise in buying your home, I am providing you with an internet link for a copy of the Oregon "Buyer Advisory":

[www.oregonrealtors.org/advisories](http://www.oregonrealtors.org/advisories). I cannot stress enough the

importance of you informing yourself regarding real property transactions. I trust you will take the time to read the Advisory. In accord, **I will proceed with the understanding that you have obtained, read, and understand this critical information unless you specifically inform me otherwise.**

I look forward to helping you find the right property and assisting you in negotiating for its purchase. Please do not hesitate to contact me regarding any questions or concerns you may have as we go forward.

**BUYER ACKNOWLEDGMENT**

Buyer acknowledges receipt of this Engagement Letter. Unless otherwise agreed in writing, Agent’s duties shall be limited to those described in this Engagement Letter and Buyer shall be responsible for making all other necessary inquiries and consulting appropriate persons or entities prior to the sale of the property.

(Check one box only)

- Buyer acknowledges their responsibility to obtain and read the Buyer Advisory. [www.oregonrealtors.org/advisories](http://www.oregonrealtors.org/advisories).
  
- Buyer has received a current copy of the Oregon Buyer’s Advisory, and accepts responsibility to review it prior to executing their purchase agreement.

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Buyer \_\_\_\_\_ Date \_\_\_\_\_

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Buyer \_\_\_\_\_ Date \_\_\_\_\_

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Broker \_\_\_\_\_ Date \_\_\_\_\_