

To: _____

On behalf of Keller Williams® Realty Portland Premiere and myself, I'd like to welcome you as a client. I look forward to acting as your agent in selling your property. 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 seller clients.

I will work with you to

- Market your property to potential buyers
- Utilize all of the appropriate marketing tools
- Establish a fair asking price consistent with existing market conditions using comparative market analysis techniques
- Keep you abreast of market conditions
- Stimulate enthusiasm for your home by responding to market changes
- Negotiate the sale of the property when a buyer is found
- Locate additional professionals such as home inspectors, engineers, land use consultants, lawyers, accountants who may assist you in matters outside the scope of my expertise
- Finalize the transaction

Although my exclusive representation of you in the sale of your home 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

- Make certain I am aware of your needs and concerns as they arise
- Be sure to disclose any material defects known to you but not apparent to a prospective buyer
- Share with me any specific needs or concerns that may impact your willingness or ability to enter into a sale and/or complete one

There are a great many decisions to be made and things to consider when selling real property. To help you understand my role and the many issues that may arise in selling your home, I am providing you with a copy of the Oregon "Seller Advisory" provided by the Oregon Association of Realtors. 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 read and understand this critical information unless you specifically inform me otherwise.**

I look forward to helping you market your property and assisting you in negotiating for its sale. In this process, I will advise you as a real estate professional familiar with the local real estate market and the business considerations necessary to a successful transaction. Please do not hesitate to contact me regarding any questions or concerns you may have as we go forward.

SELLER ACKNOWLEDGMENT

Seller 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 seller 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)

- Seller acknowledges their responsibility to obtain and read the Seller's Advisory at www.oregonrealtors.org/advisories
- Seller has received a current copy of the Oregon Seller's Advisory, and accepts responsibility to review it prior to executing their purchase agreement.

Seller _____ Date _____

Seller _____ Date _____

Broker _____ Date _____