

Keller Williams Realty Greater Rochester - Off Market Deals Paperwork Requirements

Seller Side Only:

- Franchise Disclosure & Affiliated Business Disclosure
- Agency Disclosure (checked as Seller's Agent Only)
- Fair Housing Disclosure
- ERS Contract
- ERS Attachments (if you use 2025 GRAR ERTS)
- **MLS Opt Out form**
- Purchase Contract
- Any attached addenda (PCD, Lead (signed by agent only under Seller's signature), Personal Property, etc.) as required
- EMD
- Attorney Approvals
- Compensation Agreement

**If Buyer is unrepresented, they will need to sign Agency Disclosure acknowledging they understand you represent the seller as Seller's Agent. And remember on Purchase contract admin page your info only filled out on Seller side*

Buyer Side Only (FSBO):

- Franchise Disclosure & Affiliated Business Disclosure (one signed by Buyer and one by Seller)
- Agency Disclosure (checked as Buyer's Agent Only signed by Seller and Buyer - they do not to have to sign the same form)
- Fair Housing Disclosure (one signed by Buyer and one by Seller)
- Buyer Agency Agreement
- Purchase Contract
- Any attached addenda (PCD, Lead (signed by agent only under Buyer's signature), Personal Property, etc.)
- Buyer Agency Agreement (as of Aug 17, 2024)
- Commission Agreement with either Seller or Buyer
- EMD
- Attorney Approvals
- Compensation Agreement

**If Seller is unrepresented, they will need to sign Agency Disclosure acknowledging they understand you represent the Buyer as Buyer's Agent. And remember on Purchase contract admin page your info only filled out on Seller side*

**Remember on Purchase contract admin page your info only on Buyer side*

Dual Agent (when agreed to by both parties):

- All of the above items signed by both parties in their respective documents and locations, though a commission agreement will not be required as the ERS Contract supersedes the need for that (Though you'll still need a BUY SIDE COMPENSATION AGREEMENT WITH LISTING BROKER Comp form)
- Buyer Agency Agreement with Buyer