

**The following is a sample letter confirming the establishment of an oral, non-exclusive buyer agency relationship. Firms may modify it to create their own version of such a letter. NC REALTORS® makes no representation as to the legal validity or adequacy of any provision of this sample letter in any specific transaction.**

Firm Name/Address/Date

Client Name  
Address

SAMPLE

Dear \_\_\_\_\_:

I am looking forward to working with you in your search for real estate. As we discussed during our review of the “Working With Real Estate Agents” brochure, a buyer has several choices as to how a real estate firm and its agents will work with the buyer. You have indicated your preference that I begin working with you as a buyer’s agent under an unwritten agreement, which is permitted up to a certain point in the relationship. The purpose of this letter is to confirm the most important terms of our agreement.

The terms of our agreement with you are as follows:

- I will act as a buyer’s agent for you on behalf of our real estate firm.
- I will assist you in locating and buying residential real estate in the following geographical area(s):\_\_\_\_\_.
- Our agreement will continue until (1) either of us notifies the other that the agreement is terminated or (2) another agreement is created in writing between us.
- The agreement is non-exclusive.
- I will show you any properties where the listing firm or seller will offer compensation to our firm.
- Our firm will seek compensation from the listing firm or seller and not from you, and you agree that our firm may receive any compensation offered, including bonuses.
- If you become interested in property where no compensation is offered, we would need to enter into a further agreement addressing how I would be paid for assisting you in buying the property.
- If you become interested in property listed with our firm, the firm may represent both the seller and you as a dual agent in accordance with the Dual Agency paragraph in the Buyer Agency Agreement form I reviewed with you. **[add the following only if the firm practices designated agency: If our firm acts as a dual agent, the firm may designate an agent to represent you in accordance with the “Designated Agency Option” in the Dual Agency paragraph.]**
- You understand that other buyers represented by our firm may seek property, submit offers, and contract to purchase property through our firm, including the same or similar property in which you may be interested.

You will recall from our discussion of the “Working With Real Estate Agents” brochure that our buyer agency agreement would need to be put in writing no later than the time we might present an offer to purchase on your behalf, or we would be prohibited from continuing to represent you. Sample copies of the buyer agency agreement used by our firm and referred to above are available upon your request.

If you feel that this letter does not reflect the terms of our agreement, or if you have any questions about anything in this letter, please contact me at your earliest convenience.

We look forward to representing you.

Sincerely,

\_\_\_\_\_  
Agent Name