

# BUYER-BROKER REGISTRATION FORM

## BROKER INFORMATION

Agent/Broker Name: \_\_\_\_\_ Bidder #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

License #: \_\_\_\_\_ Tax Identification #: \_\_\_\_\_

Telephone: (Office) \_\_\_\_\_ (Home): \_\_\_\_\_

Broker/Agent hereby assumes all his duties as Buyer's Broker acting as an agent of the Buyer only and not as a subagent of The Steffen Group, Inc. Broker/Agent acknowledges receipt of the "Broker Participation Guidelines" and agrees to abide by the guidelines.

**BROKER/AGENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CLIENT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Client hereby acknowledges that client will rely entirely on the named Buyer/Broker as his/her agent and is not relying on The Steffen Group, Inc., as his/her agent.

**CLIENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THIS AUCTION:

Brochure      Newspaper      Signs      Internet      Radio      TV      Friend

Other: \_\_\_\_\_

## BROKER PARTICIPATION GUIDELINES

Seller will pay a 1% commission to the appropriately licensed real estate broker whose prospect successfully closed on real estate sold in this auction. The commission is based upon the contract sales price at the auction, excluding a buyer's premium paid to Steffen Group, Inc. by buyer, and will be paid at closing.

- (1) The prospect must be registered by fax (260-426-0636) or by mail on the provided registration form which must be received at the Steffen Group, Inc., 803 S Calhoun Street, Ste 600, Fort Wayne, Indiana 46802 no later than 24 hours prior to the Auction. The form must include the agent's name, prospect's name and both agent's and prospect's signatures. It must state the broker's license number and federal tax identification number.
- (2) The broker must show the prospect the property and the Broker Registration Form (enclosed) must be completed in its entirety or it will not be accepted.
- (3) The broker must assist in helping the prospect with the online bidding process and with signing all necessary documents. **THE AGENT SHOULD NOT BID ON BEHALF OF THE PROSPECT. THE BIDDING CREATES A CONTRACT BETWEEN THE BIDDER AND THE SELLER. THE PROSPECT MUST PLACE BIDS ON THEIR OWN BEHALF.**
- (4) There must have been no prior contact regarding this property between client and owner or between client and agents for the seller.
- (5) Commission will be paid by the Auction Company only upon final closing and when broker's buyer has settled for the property in full.
- (6) There can be no exceptions to the procedure and no oral registration will be accepted. Procedures for broker qualifications as herein outlined will be strictly enforced. No one is authorized to make exceptions to these rules.
- (7) Only the first agent registering a prospective bidder will be honored.
- (8) A complete registration file of all prospects will be maintained.
- (9) An agent who represents a seller in cooperation with Steffen Group, Inc. is excluded from agreement and said compensation pursuant to broker cooperation agreement.