

**HOUSTON PROPERTIES
REAL ESTATE SERVICES, LLC**

49 Boone Village, Suite 222
Zionsville, IN 46077
www.blanca-houston.com

We provide expert professional brokerage services in the sale and purchase of real estate.

We provide new construction administration services.

Broker Price Opinions for Equine Farms and Businesses.

"Keeping You # 1 in Real Estate!"

**CONSUMER INFORMATION
TO**

ALL BUYERS AND SELLERS

In accordance with Professional standards set forth by the State of Indiana (Code 245-34,1-10-13) and standards of Practice of the National Association of Realtors (1-12), we are providing the following -Brokerage information.:

GENERAL OFFICE POLICIES

Fiduciary Responsibilities
Sellers Agency & Service
Buyer's Agency & Service
Limited Agency & Service

GENERAL OFFICE POLICIES

As Real Estate Professionals, we take responsible measures to secure a fair market price for our clients. We will cooperate with all licensees and Realtors @ operating as a buyer agent. We will offer compensation through the Multiple Listing Service (MSL) or the Brokers Listing Cooperative (BLC) to all licensees acting in an agency capacity.

It is our policy not to cooperate with subagents. A subagent is defined as:

*One who is employed by a person already acting as an agent. Typically a reference to a salesperson licensed under a broker (agent) who is employed under the terms of a listing agreement. A property listed with **Houston Properties Real Estate***

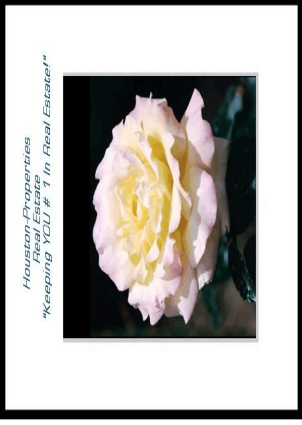
Services, LLC will have the full commitment of a real estate professional. If the agent works with an assistant, the agent will notify you and introduce you to that assistant personally and their respective responsibilities will be disclosed to you in writing.

*Houston Properties Real Estate
Strictly Adheres to the
Real Estate Code of Ethics
and Practice of
the National Association of Realtors*

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Pending Properties:

Properties will be placed on "Pending" status on the MLS or BLC @ only with written notice from the Seller.

Accepted offers will be noted as AB (active taking back up offers) until such time as the seller gives written notice that he/she/they will not entertain other offers and that they will see an accepted offer to closing. An office form titled Notice of Acceptance of

Offer is required. An e-mail authorization or signed faxed letter indicating date and listing address are acceptable.

All Consumers will be asked to sign receipt of this information at the time of engagement of services as required by law.



FDUCIARY: The highest, most responsible position that one person can have for another. It is the relationship owed by the licensee as the agent to the principal. The fiduciary obligations of an agent to the principal are: Remember the acronym

O L D C A R .

Obedience: An agent is obligated to obey promptly and efficiently all lawful instructions of the principal. The agent has no obligation to violate federal, state or local laws. An agent cannot conceal or misrepresent facts, about the physical condition of the property. An agent cannot violate fair housing laws.

Loyalty: An agent must place the client's interest above all others, including those of the agent.

Disclosure: An agent must disclose to the principal all relevant information that is critical to the principal's interest. In some instances, this may mean disclosure of unfavorable information

Confidentiality: An agent must safeguard the lawful confidences of the principal at all times. Personal information about the principal or the principal's

position must be treated with utmost confidence for the term of the agency relationship. The duty of confidentiality to the principal does not permit the agent to conceal or misrepresent a material defect in the property.

Accounting: An agent must account for all money or property held on behalf of the principal such as escrow funds.

Reasonable Care and Diligence: An agent is obligated to use reasonable care and diligence in carrying out the agency relationship. The agent has knowledge and skill that the principal expects to be used in his or her best interest.

Source: Office of Code Revision Indiana Legislative Services Agency

www.in.gov/legislative/id/code

As the Sellers Agent, Houston Properties will:

Perform a Broker Price Opinion on the property with updated comparable properties.
Complement findings with a CMA, Comparative Market Analysis of sold comparable properties.
Market your property in accordance with a signed market strategy and Marketing Plan.
Secure Home Warranty as needed.
Secure the best price for your property.
Negotiate terms with your best interest in mind at all times.

Will present all offers until the seller deems he will take an accepted offer to closing in writing.
Not disclose what motivates the seller to sell unless specified in writing.

Houston Properties will be your advocate and real estate information resource after the sale.

As the Buyer's Agent Houston Properties will:
Provide you will all the listing information which meets your stated parameters for new, re-sale and new construction.

Disclose any adverse or material facts or risks actually known concerning the property or transaction.

Will not disclose that the buyer will pay more than the offered purchase price or what motivates the Buyer to Buy

Timely account for any earnest money deposits as required by law. Assist you in securing financing, and help you to understand different financing options.

AN AGENT WHO REPRESENTS THE SELLER AND THE BUYER IS LIMITED AGENCY:

In a limited agency situation, you agree that there will be no imputation of agency, knowledge or information between any party and agent

- Not disclose any material or confidential information, except adverse material facts or risks.
- Not disclose that the seller will accept any less than the offered purchase price for the property.
- Not disclose that the buyer will pay more than the purchase price for the property.
- Other terms that would create a contractual advantage for one party over the other.
- What motivates a party to buy or sell the property of interest.
- Signed approval by all parties

Consumer Acknowledgment

I acknowledge receipt of the Brokerage Policies and Consumer Information provided by

Houston Properties Real Estate Services, LLC

Printed Name _____

Date _____

