

**GUIDELINES FOR COMPLETING CONFIRMATION OF
AGENCY RELATIONSHIP, APPOINTMENT AND COMPENSATION FORM
(Form No. 220)**

When working with a For Sale By Owner you should use Form 150

You should **not** attach form # 220 (the “Form”) to an Offer to Purchase and Contract or make reference to it therein.

Article 3 of the *Code of Ethics and Standards of Practice* requires cooperating brokers to ascertain terms of compensation, if any, *before* beginning efforts to accept an offer of cooperation from a listing agent. The Form may be used to satisfy this ethical requirement.

The Form is *not* mandatory. It is designed for use by buyer agents or subagents under the following circumstances:

- You are not a subscriber/user of the MLS where the property is listed; or
- You are seeking compensation other than that being offered in the MLS; or
- The MLS compensation is not made to you as a buyer agent or subagent (as the case may be); or
- When the subject property is listed but the Seller has not authorized placement in an MLS; or
- To confirm your status as a buyer’s agent in writing. (The license law and the *Code of Ethics* mandate written confirmation of such status no later than the delivery of an offer to purchase to the seller or seller’s agent. Note: you may also accomplish this by checking the appropriate box on the Offer to Purchase and Contract form); or
- To document disclosure of and consent to any other fees that you may receive in connection with the sale of the subject property. (The *Code of Ethics* prohibits a REALTOR® from accepting compensation from more than one party in a transaction without disclosure to all parties and the informed consent of the REALTOR®’s client.)

If the subject property is listed in a multiple listing service, the terms of compensation are established via a blanket offer of compensation by the listing agent to all Participants in the MLS.

Acknowledgement. It is not required that the Form be signed by the buyer and the seller. However, in order to document disclosure to and consent from the parties of the fee arrangements in a transaction, an *optional* “Acknowledgement” section appears at the bottom of the Form.