

Preparing for an Open House

Forms to have with you at your Open House.

- OPEN HOUSE VISITOR CARD** *Summarizes what is on the OHNA-SI form [see below]*
- OHNA-SI Sheets** [Open House Visitor Non-Agency Disclosure and Sign-In]
 - Bring enough copies to accommodate anticipated number of Visitors. *[7 sign-in spots per sheet]*
- BRBC** [Buyer Representation & Broker Compensation Agreement Packet] – not to exceed 3 months.
 - Bring several copies in case Visitor want you to represent them as a Buyer’s Agent.
- PSRA** [Property Showing and Representation Agreement] – 3 properties / not to exceed 30 days.
 - Bring several copies in case Visitor does not want to sign BRBC.
- BNA** [Buyer Non-Agency Agreement]
 - Bring several copies in case Visitor wants to remain as an “unrepresented” Buyer.
- RPA 07.24** [Blank copy to put only **Property Address & name of Visitor/Buyer** for their use.]
 - Bring several copies in case Visitor wants to remain as an “unrepresented” Buyer.

OPEN HOUSE VISITOR NON-AGENCY DISCLOSURE AND SIGN-IN

Please sign the OHNA-SI form below.

Agent is holding Open House on the following conditions.

- Seller’s Agent does not represent Visitor.
- Communications with Seller’s Agent are not confidential and are for the benefit of the Seller.
 1. If Visitor is in an exclusive relationship with another agent, Seller’s Agent communications are not intended as a solicitation of Visitor.
- If Visitor wants to make an Offer on this property: [3 Options]
 1. Visitor may have his/her Buyer’s Agent contact Seller’s Agent to make an Offer.
 2. Visitor may have Seller’s Agent also represent him/her. Agent would then have a fiduciary duty to both Buyer & Seller [dual agent].
 3. Visitor may choose to remain “unrepresented,” in which case the Seller’s Agent may facilitate in Visitor’s ability to have the paperwork necessary to make the Offer, but will not have any agency relationship with the Visitor and may not advise Buyer in any way. Visitor would agree to sign BNA [Buyer Non-Agency Agreement].