

## Sample Client Engagement Letter

Dear [Buyer Client],

On behalf of (company name) and myself, I'd like to welcome you as a client. I look forward to acting as your agent in finding the right property for you. I have provided you with an Initial Agency Disclosure Pamphlet that explains agency relationships between Oregon real estate licensees and their clients. Please, let me take this opportunity to explain how we here at (company name) work on behalf of our buyer clients.

I will work with you to find property that meets your requirements. I will help you negotiate for the purchase of the property and I will assist you in your performance of the contract to purchase. My representation for this purchase will terminate upon closing of the transaction. I will continue to maintain any confidences you have shared with me after termination of our relationship.

In order to serve you, you must make certain I am aware of your property requirements, needs and concerns. If you have specific plans for the property or anticipate major changes to the property once purchased, you must make certain your plans are appropriate for the property you choose. If you do not keep me informed of your plans, needs and concerns, I will not be able to help you find the right property or suggest other professionals who can assist you in evaluating your plans.

There are a great many decisions to be made and things to consider when purchasing real property. Although I can advise you on the business aspects of real property transactions, I cannot give you legal or tax advice or be responsible for inspecting or determining the physical condition of the property, its systems or potential defects. You are advised to seek the assistance of other professionals, like home inspectors, engineers, land use consultants, lawyers, accountants and so forth on matters related to the transaction that are beyond my expertise as a real estate licensee.

To help you understand the role a real estate licensee plays in real property transactions, and better understand some of the pitfalls a buyer can face, you should obtain and read a copy of the Oregon "Buyer Advisory." A copy of the Advisory can be found on the Internet at: <http://www.rea.state.or.us>. Unless you advise me otherwise, I will assume you have obtained and read the Buyer Advisory and are proceeding with that knowledge. I cannot stress enough the importance of you informing yourself regarding real property transactions. **I will proceed with the understanding that you have obtained this critical information unless you specifically inform me otherwise.**

I look forward to helping you find the right property and assisting you negotiate for its purchase. In this process, I will advise you as a real estate professional familiar with the local real estate market and the business considerations necessary to a successful transaction. If during our relationship you have concerns about the physical condition of a specific property, or legal questions, please let me know so I can direct you to a professional trained in those areas. Please do not hesitate to express to me any concerns you may have as we go forward. **And, please, get the Buyer Advisory or ask me to get a copy for you.**

#### BUYER ACKNOWLEDGMENT

Buyer acknowledges receipt of this Engagement Letter. Unless otherwise agreed in writing, Agent's duties shall be limited to those described in this Engagement Letter and Buyer shall be responsible for making all other necessary inquiries and consulting appropriate persons or entities prior to the purchase of any property. Buyer acknowledges their responsibility to obtain and read the Buyer Advisory.

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MO/DA/YR

Buyer's Signature

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MO/DA/YR

Buyer's Signature