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**HOW TO KEEP OUT OF TROUBLE**

**Wanted to pass this on to you. I attended a Professional Standards Committee membership meeting and this was handed out to all of us. I wanted to share it with you as it is a simplified description of each Article of the Code of Ethics. Please read and make sure you understand what it says and you will never have to be called before Professional Standards in a hearing against you.**

**DUTIES TO CLIENTS AND CUSTOMERS:**

**Article 1** - Promote and protect interests of Client; treat all Parties honestly.

**Article 2** - Avoid exaggeration, misrepresentation, or concealment of pertinent facts.

**Article 3** - Cooperate with other brokers except when cooperation is not in your Client's best interest.

**Article 4** - Reveal any ownership or interest in writing to the Purchaser, Seller or both.

**Article 5** - Not providing professional services concerning a property or its value with a present or contemplated interest unless such interest specifically disclosed to all affected parties.

**Article 6** - Accept no commission, rebate, or profit made for their client, without the Client's knowledge and consent.

**Article 7** - REALTORS shall not accept compensation from more than one party without disclosure to all parties and the informed consent of the REALTOR's Client or Clients.

**Article 8** - No commingling of funds between Parties or Client.

**Article 9** - All agreements related to real estate transactions to be in writing.

**DUTIES TO THE PUBLIC:**

**Article 10** - Do not discriminate on the basis of race, color, religion, sex, handicap, familial status, national origin or sexual orientation.

**Article 11** - Competency of professional services to Clients or Public.

**Article 12** - Truth in advertising; tell them you're a REALTOR.

**Article 13** - REALTORS shall not engage in activities that constitute the unauthorized practice of law.

**Article 14** - If charged with unethical practice, REALTORS shall cooperate with Member Board or affiliated institute, society, or council in which membership is held and shall take no action to disrupt or obstruct such processes.

**DUTIES TO REALTORS:**

**Article 15** - REALTORS shall not make false or misleading statements about other real estate professionals, their businesses, or their business practices.

**Article 16** - If a Client is represented, REALTORS shall not engage in any communication with said Clients

**Article 17** - Mediate, if possible, when there is a dispute between the Parties.