Buyer Broker Services Agreement SOP

Step 1 – Obtain Signatures
Before providing services for a buyer, ensure the following required documents are fully signed.
☐ Confirm the P1 Real Estate Agency in Washington pamphlet is provided, initialed, and dated.
☐ Confirm Form 41 Buyer Brokerage Services Agreement (BBSA) is fully signed by all buyer clients and Buyer Broker.
☐ Confirm all required fields and dates are completed.
☐ Verify agreement terms and expiration date are accurate.

Step 2 – Submit for Compliance
Within 48 hours of receiving the fully signed agreement:
☐ Email the signed Form 41 BBSA to: WAdocs@epiquerealty.com
☐ Use subject line format: BBSA – Buyer Client Name(s)
Example: *BBSA – John & Mary Smith*

Step 3 – Document Retention
Buyer Brokerage Agreements must be retained by the firm even if the client does not purchase a property. Submitting the signed agreement ensures the document is archived for compliance.

Step 4 – If Buyer Does NOT Go Under Contract
No further action is required.

Step 5 – If Buyer DOES Go Under Contract
If the buyer enters into a mutually accepted Purchase & Sale Agreement:
☐ Follow the Accepted Purchase & Sale SOP.
☐ Confirm all Buyers listed on the offer are included on the BBSA.
☐ Include the signed Form 41 BBSA when submitting the Accepted PSA contract package.
☐ Upload the Buyer Brokerage Agreement into the SkySlope transaction file.