

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 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 later enters 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