

# Seller Customer Service Agreement

## Commission Agreement For Property Not Listed

### This Is A Non-Exclusive Seller Customer Service Agreement

**BETWEEN:**

**BROKERAGE:** .....

.....(the "Brokerage") Tel.No. ....

**AND:**

**SELLER:** .....

for the property known as:..... (the "Property")

and for the following Buyer:.....(the "Buyer")

The Brokerage agrees to provide customer service to the Seller for the sale or lease of the above described property to the Buyer and the Seller acknowledges and agrees to the terms as stated in this Agreement.

This non-exclusive Seller Customer Service Agreement:

**commences** at..... on the.....day of....., 20.....,

**and expires at** 11:59 p.m. on the.....day of....., 20.....(Expiry Date).

Seller acknowledges that the time period for this Agreement is negotiable between the Seller and the Brokerage, however, in accordance with the Real Estate and Business Brokers Act of Ontario;

**If the time period for this Agreement exceeds six months, the Brokerage must obtain the Seller's initials.**

  
(Seller's Initials)

**The Seller hereby represents and warrants that the Property is not listed for sale or lease with any other registered real estate brokerage and that the Seller has the sole and exclusive authority to execute this Agreement and to offer the property for sale or lease.**

**1. DEFINITIONS AND INTERPRETATIONS:** For the purposes of this Agreement, "Seller" includes Vendor and Landlord and "Buyer" includes a purchaser, a tenant, or a prospective purchaser or tenant. A purchase shall be deemed to include the entering into of any agreement to exchange, or the obtaining of an option to purchase which is subsequently exercised, and a lease includes any rental agreement, sub-lease or renewal of a lease. For purposes of this Agreement, anyone introduced or shown the property shall be deemed to include any spouse, heirs, executors, administrators, successors, assigns, related corporations and affiliated corporations. Related corporations or affiliated corporations shall include any corporation where one half or a majority of the shareholders, directors or officers of the related or affiliated corporation are the same person(s) as the shareholders, directors, or officers of the corporation introduced or shown the property. This Agreement shall be read with all changes of gender or number required by the context.

**2. COMMISSION:** In consideration of the Brokerage showing the Property to the Buyer and/or introducing the Buyer to the Seller for the purpose of discussing the sale or lease of the Property, the Seller agrees to pay the Brokerage a commission of.....% of the sale price of the

Property or..... for any valid offer to purchase or lease the Property entered into between the Seller and the Buyer during the term of this Agreement.

**Seller acknowledges that the commission as described above is payable to the Brokerage even if the Seller enters into a listing agreement or commission agreement with another registered real estate brokerage.**

The Seller agrees to pay such commission as calculated above if an agreement with the Buyer to purchase or lease the Property is agreed to or accepted

by the Seller or anyone on the Seller's behalf within.....days after the expiration of this Agreement.

If, however, the offer from the Buyer for the purchase or lease of the Property is pursuant to a new agreement in writing to pay commission to another registered real estate brokerage, and if the new agreement was entered into after the expiration of this Agreement, the Seller's liability for commission shall be reduced by the amount paid by the Seller under the new agreement.

The Seller agrees to pay such commission as described above even if the transaction contemplated by an agreement to purchase or lease agreed to or accepted by the Seller or anyone on the Seller's behalf is not completed, if such non-completion is owing or attributable to the Seller's default or neglect. The commission as described above shall be payable on the date set for completion of the purchase of the Property or, in the case of a lease or tenancy, the earlier of the date of occupancy by the tenant or the execution of the lease or the date set for commencement of the lease or tenancy. Any deposit in respect of any agreement where the transaction has been completed shall first be applied to reduce the commission payable. Should such amounts paid to the Brokerage from the deposit or by the Seller's solicitor not be sufficient, the Seller shall be liable to pay to the Brokerage on demand, any deficiency in commission and taxes owing on such commission. All amounts set out as commission are to be paid plus applicable federal Goods and Services Tax (GST) on such commission.

**3. REPRESENTATION AND CUSTOMER SERVICE:** The Seller acknowledges that the Brokerage has provided the Seller with written information explaining agency relationships, including information on Seller Representation, Sub-Agency, Buyer Representation, Multiple Representation and Customer Service.

The Seller acknowledges that the Brokerage will be providing customer service to the Seller and will not be representing the interests of the Seller in a transaction.

The Brokerage may be representing the interests of the Buyer for the transaction. When the Brokerage is representing the Buyer, the Buyer is considered to be the Brokerage's client, and the Brokerage's primary duties are to protect and promote the interests of the Buyer/client. The Brokerage will disclose all pertinent information to a Buyer/client obtained from or about the Seller.

**INITIALS OF BROKERAGE:** 

**INITIALS OF SELLER(S):** 

Even though the Brokerage's primary duties may be to the Buyer, the Brokerage may provide many valuable customer services to the Seller. When providing customer service to the Seller, the Brokerage's duties to the Seller include:


- the **Ethical** duty to deal fairly, honestly and with integrity;
- the **Legal** duty to exercise due care when answering questions and providing information; and
- the **Legal** duty to avoid misrepresentation.

The Seller further acknowledges and agrees that the payment of commission by the Seller to the Brokerage will not create or constitute representation by the Brokerage of the Seller as a client.

The Seller understands and agrees that the Brokerage also provides representation and customer service to other sellers and buyers.

If the Brokerage represents or provides customer service to more than one seller or buyer for the same trade, the Brokerage shall, in writing, at the earliest practicable opportunity and before any offer is made, inform all sellers and buyers of the nature of the Brokerage's relationship to each seller and buyer.

- 4. DEPOSIT:** The Seller hereby irrevocably assigns the deposit for a completed transaction, less any amount in excess of the commission payable, to be paid by the deposit holder to the Brokerage as payment of commission.
- 5. FINDERS FEES:** The Seller consents to the Brokerage receiving and retaining, in addition to the commission provided for in this Agreement, a finder's fee for any financing of the property.
- 6. VERIFICATION OF INFORMATION:** The Seller authorizes the Brokerage to obtain any information from any regulatory authorities, governments, mortgagees or others affecting the Property and the Seller agrees to execute and deliver such further authorizations in this regard as may be reasonably required.
- 7. USE AND DISTRIBUTION OF INFORMATION:** The Seller consents to the collection, use and disclosure of personal information by the Brokerage for the purpose of compiling, retaining and publishing any statistics including data which may be used by the Brokerage to conduct comparative market analyses; and make such other use of information as the Brokerage deems appropriate in connection with the listing, marketing, selling or leasing of real estate.
- 8. FAMILY LAW ACT:** The Seller hereby warrants that spousal consent is not necessary under the provisions of the Family Law Act, R.S.O. 1990, unless the Seller's spouse has executed the consent hereinafter provided.
- 9. SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms of this Agreement.
- 10. CONFLICT OR DISCREPANCY:** If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between the Seller and the Brokerage. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein.
- 11. ELECTRONIC COMMUNICATION:** This Agreement and any agreements, notices or other communications contemplated thereby may be transmitted by means of electronic systems, in which case signatures shall be deemed to be original. The transmission of this Agreement by the Seller by electronic means shall be deemed to confirm the Seller has retained a true copy of the Agreement.
- 12. SOLD SIGN:** The Seller hereby agrees and consents by the Seller initialing this term of the Agreement that, upon the Seller entering into a binding Agreement to sell or lease the property with the Buyer, the Brokerage is authorized to place the Brokerage's Sold/Leased sign on the property.

  
 (Seller's Initials)

**THE BROKERAGE AGREES TO PROVIDE CUSTOMER SERVICE TO THE SELLER IN AN ENDEAVOUR TO OBTAIN THE ACCEPTANCE OF AN AGREEMENT TO PURCHASE OR LEASE BETWEEN THE SELLER AND THE BUYER.**

..... DATE.....  
 (Authorized to bind the Brokerage) (Name of Person Signing)

**THIS AGREEMENT HAS BEEN READ AND FULLY UNDERSTOOD BY ME AND I ACKNOWLEDGE THIS DATE I HAVE SIGNED UNDER SEAL AND HAVE RECEIVED A TRUE COPY OF THIS AGREEMENT.**

SIGNED, SEALED AND DELIVERED I have hereunto set my hand and seal:

..... DATE.....  
 (Signature of Seller) (Seal) (Tel. No.)

..... DATE.....  
 (Signature of Seller) (Seal)

**SPOUSAL CONSENT:** The undersigned spouse of the Seller hereby consents to the sale of the Property pursuant to the provisions of the Family Law Act, R.S.O. 1990 and hereby agrees that he/she will execute all necessary or incidental documents to further any transaction provided for herein.

..... DATE.....  
 (Spouse) (Seal)

**DECLARATION OF INSURANCE**

The broker/salesperson.....  
 (Name of Broker/Salesperson)

hereby declares that he/she is insured as required by the Real Estate and Business Brokers Act (REBBA) and Regulations.

.....  
 (Signature(s) of Broker/Salesperson)