

BUYER AGENT CHECKLIST

FIRST STEPS

- ☐ REVIEW "FREQUENTLY ASKED QUESTIONS" WITH YOUR BUYER

DOCUMENTS TO REVIEW & SIGN

- ☐ SHARE "ACKNOWLEDGEMENT OF TERMS AND CONDITIONS" WITH BUYER
- ☐ SHARE "AGENCY DISCLOSURE STATEMENT" WITH BUYER
- ☐ SHARE SIGNED DOCUMENTS BACK TO SELLING AUCTIONEER/REALTOR®

AFTER SUBMITTING SIGNED DOCUMENTS

- ☐ HAVE BUYER REGISTER AS A BIDDER ON AUCTIONOHIO.COM
- ☐ AGREE AND SIGN "TERMS AND CONDITIONS"
TO FIND: CLICK EITHER "QUICK BID" OR "SET MAX BID" ON SPECIFIC AUCTION THEY WANT TO BID ON

RECCOMENDATIONS

- ☐ THE PERSON WHO WILL PURCHASING THE PROPERTY PLACE THE BIDS
- ☐ IF YOU, AS THE BUYER'S AGENT, WILL BE PLACING BIDS ON BEHALF OF YOUR CLIENT, ENSURE YOU HAVE A WRITTEN AGREEMENT CLEARLY OUTLINING THE BUYER'S AUTHORIZATION AND ANY PURCHASING LIMITATIONS.