



BUYER AGENT CHECKLIST

Property:

HOW TO REGISTER YOUR BUYER:

- ☐ Download and review with your Buyer the Frequently Asked Questions in the 'DOCUMENTS' section.
- ☐ Have the Buyer register as a bidder with the website.
- ☐ The buyer will receive an email with their bidder number. **(Make Sure Bidder Number is on the Terms and Conditions)**
- ☐ Share the Acknowledgement of Terms & Conditions for the property with your Buyer for their signature.
- ☐ Share the Agency Disclosure Statement with your Buyer for their signature.
- ☐ Share signed documents with the Listing Agent via Dotloop.
- ☐ After you submit the signed documents, go to auctionohio.com.
- ☐ We recommend the person who will be purchasing the property be the one to place the online bid(s).
- ☐ If you, as the Buyer's Agent, will be placing bids on behalf of the Buyer, we recommend a written agreement stipulating the authority the Buyer is granting on the purchasing limitations.

Should you have any questions, contact the Listing Agent.

Laura Esterline Auctioneer/Broker

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Submit bids online at www.AUCTIONOHIO.com