**Exclusive Buyer Agency Contract**

**Who should use this form?**

This form should be prepared by any agent who is entering into an exclusive buyer agency agreement with a buyer.

**What is the purpose of this form?**

This form establishes the contractual relationship between the broker/agent and the buyer and identifies the responsibilities of each party. It also protects the parties; the buyer agrees to work only with the broker/agent, and the broker/agent is required to act in the buyer’s best interests.

**When is this form used?**

Ideally, this form should be signed with the first substantive contact with a buyer. However, many buyers may not be comfortable with this. It should be signed as soon as the buyer is willing to sign it, but in no case later than the date of the buyer’s first offer.