

Keller Williams Realty Lanier Partners

On Demand Certified Showing Agent Agreement

This Agreement is entered into on _____ by and between:

Primary Agent: _____

and

Certified Showing Agent (C.S.A.): _____

regarding services provided for the following Buyer Client:

Buyer Client Name: _____

Purpose of Agreement

The purpose of this agreement is to establish expectations, responsibilities, compensation, and professional standards relating to showing services and/or buyer assistance provided by the Certified Showing Agent (“C.S.A.”) on behalf of the Primary Agent.

All parties acknowledge that the Buyer Client relationship originated through the Primary Agent unless otherwise agreed in writing.

Certified Showing Agent Responsibilities

The C.S.A. agrees to:

- Conduct themselves in a professional, courteous, and ethical manner at all times.
- Communicate with the Buyer Client in a timely and professional manner.
- Present themselves as working in cooperation with the Primary Agent and/or the Primary Agent’s team for purposes of assisting the client during this arrangement.
- Schedule and conduct property showings according to the Buyer Client’s needs and availability.
- Arrive on time and appropriately prepared for all appointments.
- Maintain professional appearance, conduct, and communication standards.
- Keep the Primary Agent informed regarding client activity, feedback, and developments related to the home search.

- Refrain from soliciting the Buyer Client for independent business outside the scope of this agreement during and after the active term of this arrangement.
- Refrain from marketing directly to the Buyer Client for the purpose of establishing an independent client relationship during and after the active term of this agreement.
- Refrain from adding the Buyer Client to the C.S.A.'s personal marketing database or CRM for future solicitation purposes unless authorized in writing by the Primary Agent or requested directly by the client independent of this arrangement.
- Respect the confidential nature of the client relationship and transaction information.

The C.S.A. acknowledges that this arrangement is intended to support the Primary Agent in servicing the Buyer Client and does not create ownership rights to the client relationship unless otherwise agreed in writing.

Scope of C.S.A. Services

The C.S.A.'s role under this agreement is limited to facilitating property access and conducting showings on behalf of the Primary Agent.

The C.S.A. shall not provide strategic real estate advice, pricing guidance, negotiation recommendations, contract interpretation, legal opinions, or transaction-related direction to the Buyer Client unless specifically authorized by the Primary Agent.

The Buyer Client shall be directed to the Primary Agent for all questions, advice, negotiations, offer strategy, contract matters, and transaction decisions.

Primary Agent Responsibilities

The Primary Agent agrees to:

- Make reasonable efforts to ensure the Buyer Client is qualified to purchase within their desired price range prior to assigning showing responsibilities to the C.S.A.
- Exercise reasonable due diligence regarding client identity and safety considerations.
- Share relevant information regarding the Buyer Client's needs, goals, and home search criteria.
- Treat the C.S.A. with professionalism, respect, and appreciation.

- Compensate the C.S.A. according to the compensation structure selected below.
 - Pay all agreed compensation within the timeframes outlined in this agreement.
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Compensation Agreement

The Primary Agent agrees to compensate the C.S.A. according to the option selected below:

Payment Option #1 – Per Showing Compensation

C.S.A. will be paid:

\$_____ per home shown

Payment Method shall be: _____
(*check, cash, venmo, cashapp, etc.*)

Payment shall be made directly to C.S.A. within 1 business day of services rendered unless otherwise agreed.

Upon the Buyer Client identifying a property they wish to pursue, the C.S.A. shall promptly communicate all relevant information to the Primary Agent, at which point the Primary Agent will assume responsibility for preparing offers, negotiating terms, and managing the transaction process unless otherwise agreed in writing by the parties.

- The C.S.A.'s involvement with the Buyer Client shall conclude immediately upon completion of the assigned showing services unless otherwise agreed to in writing by the Primary Agent.
 - Following completion of the assignment, the C.S.A. agrees not to initiate future contact, communication, marketing, or solicitation with the Buyer Client.
 - If the Buyer Client contacts the C.S.A. directly following completion of the assignment, the C.S.A. agrees to promptly direct the Buyer Client back to the Primary Agent and to notify the Primary Agent of the communication as soon as reasonably possible.
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Independent Contractor Status

All parties acknowledge that the C.S.A. is acting as an independent contractor and licensed real estate professional and is not an employee of the Primary Agent by virtue of this agreement.

Nothing contained herein shall be interpreted to create an employer-employee relationship, partnership, or joint venture between the parties.

Brokerage & Compliance

All parties agree to comply with all applicable brokerage policies, licensing laws, REALTOR® Code of Ethics obligations, and state real estate regulations.

If any provision of this agreement conflicts with brokerage policy or applicable law, brokerage policy and applicable law shall control.

Agreement Acknowledgment

By signing below, all parties acknowledge that they have read, understood, and agreed to the terms of this agreement.

Primary Agent Signature: _____

Date: _____

Certified Showing Agent Signature: _____

Date: _____