



Initial	<b>Obligations of Real Estate Agent Agreement Form 9.4.1</b>
1.	The agent shall disclose to Kennewick Irrigation District at first contact any request for anticipated compensation from the seller in regard to the listing.
2.	Prior to entering into negotiations with Kennewick Irrigation District, the agent shall in good faith and only present pre-qualified buyers/lessees to KID.
3.	The agent recognizes the Real Estate Division of the KID must have approval from both the Realty Committee and the Board of Directors before any acceptance of any offer, and that the Realty Committee and/or the Board have any and every right to counter, accept, or reject any offer. If the Committee counters an offer, the agent must accept, reject or counter the Committee's offer by written response within 48 hours of presentation by the KID to the agent.
4.	Until there is a signed agreement with Board approval, the KID reserves the right to remove any property from its portfolio to sell or lease. Agent recognizes Realty Committee and Board approval may take up to four to six weeks after the offer has been submitted depending upon the complexity of the agreement. It is the agent's duty to communicate this timeline to the client.
5.	The agent will ensure that professional standards of communication will take place by informing their client that any communication with KID shall be conducted through the agent instead of the client contacting KID directly. In that regard, the agent commits to promptly and regularly keep their client informed as to all pertinent facts and information relevant to the potential transaction.
6.	All offers from represented buyers/lessees shall be in writing. The offer will also include the correct spelling of the buyers/lessees names, their mailing address, email address and phone number and the name(s) or title the deed will be held in. All offers must also include the agent's complete contact information. If the buyer/lessee wishes to purchase or lease under an LLC, a copy of the Certificate of Formation shall be provided to the KID.
7.	Once an agent is presented with a KID purchase and sale agreement or lease agreement, the agent will read that agreement and make every effort on behalf of the buyer/lessee to cooperate and comply with the terms, conditions and obligations of the buyer/lessee. The agent shall use reasonable care to ensure that documents pertaining to the purchase, sale, or lease of real estate are kept current through the use of written extensions or amendments.
8.	The agent shall exercise due diligence within the requirements of the purchase and sale agreement or lease agreement and resolve any issues regarding unfulfilled contingencies at least one week before the agreed closing date.
9.	The agent shall not knowingly or recklessly make false or misleading statements about the Kennewick Irrigation District, their business, or their business practices.

By signing this document, I understand and agree to reasonably comply in good faith with each of the above obligations as related to the real estate transaction for KID. I understand a copy of this agreement will be mailed to the buyer.

Signed: \_\_\_\_\_  
 Realtor/Agent

\_\_\_\_\_  
 Date

Approved: \_\_\_\_\_  
 District Manager, Kennewick Irrigation District

\_\_\_\_\_  
 Date

Acknowledged: \_\_\_\_\_  
 Real Property Manager

\_\_\_\_\_  
 Date