

Manistee DDA
August 9, 2017 @ 12:00pm
City Hall

AGENDA

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Approval of July 12, 2017 Regular Meeting Minutes
5. Committee Reports
 - a. Design – Jeff Reau Chair (5 minute limit)
 - b. Marketing and Promotions – Jackie Gielczyk (5 minute limit)
 - c. Business Development – Valarie Bergstrom (5 minute limit)
 - d. Redevelopment – T Eftaxiadis (5 minute limit)
6. Financial Report
 - a. May Check Register
 - b. July Financial Statements
7. Director’s Report
8. Old Business
 - a. Consider Dogs on the Riverwalk Policy
9. New Business
 - a. Consider and Approve Michigan Economic Development Association Training Request
 - b. Consideration of a Closed Session to Discuss Real Estate Purchase as Permitted by the Michigan Open Meetings Act, Section 8 (d)
 - c. Consider Signing Buyer’s Agent Agreement with Dwelling Realty and Purchase Offer for Real Estate
10. Public Comment. (Limit 5 minutes per person.)
11. Adjournment

DOWNTOWNMANISTEE

— *michigan* —

DATE: August 3, 2017
TO: DDA Board
FROM: Tyler Leppanen
RE: DDA Board Regular Meeting: August 9, 2017

The DDA Board shall convene at 12:00 pm on Wednesday, August 9, 2017 in the council chambers of city hall. I am still waiting on minutes from committees, the last Board meeting, and the financial reports. I anticipate on having most of these items on Monday and will send them to the Board.

If you have any other updates or new information before the meeting, please send it along to myself and the Board. You can call my office number at (231) 398-3262 or email me at tyler.leppanen@manisteedowntown.com with any questions or concerns you may have.

**Manistee DDA
Regular Meeting
Resolutions**

Monday, August 9, 2017 at 12:00 p.m.
Council Chambers
Manistee, MI 49660

Resolution 170809-01

Motion: _____
Support: _____

The Manistee DDA hereby approves the agenda of August 9, 2017 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-02

Motion: _____
Support: _____

The Manistee DDA hereby approves the Regular Meeting minutes of July 12, 2017 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 1700809-03

Motion: _____
Support: _____

The Manistee DDA hereby approves the May Check Register as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-04

Motion: _____
Support: _____

The Manistee DDA hereby approves the July Financial Statements and Check Register as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-05

Motion: _____
Support: _____

The Manistee DDA hereby requests City Council to Reconsider Allowing Dogs on the Riverwalk within the DDA, from US 31 Bridge to Spruce St.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-06

Motion: _____
Support: _____

The Manistee DDA hereby approves the Travel and Training Request for the Michigan Economic Developers Association Basic Economic Development Course September 11 through September 14.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-07

Motion: _____
Support: _____

The Manistee DDA hereby Moves to Closed Session to Discuss Real Estate Purchase as Permitted by the Michigan Open Meetings Act, Section 8 (d).

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 170809-08

Motion: _____

Support: _____

The Manistee DDA hereby Authorizes the Executive & Economic Development Director to Sign Buyers Agreement with Dwelling Realty and Make a Purchase Offer

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 170809-09

Motion: _____

Support: _____

The Manistee DDA hereby adjourns at _____pm.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Name

Title

Design Committee

Jeff Reau

Denise Blakeslee

Stacie Bytwork

Colleen Kenny

Jeff Mikula

Janet Duchon

Kyle Mosher

Time: 4th Thursday of the month at 8:30am

Location: Chamber

Marketing & Promotions Committee

Jackie Gielczyk

Chelsea Harvey

Carrie Mosher

Lindsey Swidorski

Nicole Knapp

Brandon David

Mary Nezki

Lee Trucks

Cherri Koblinski

Vicki Cooper

Shelley Doyen

Time: 3rd Wednesday of the month at 8am

Location: The Fillmore

Business Development Committee Members

Valarie Bergstrom

Tamara Deponio

Stacie Bytwork

Brandon Ball

Denise Blakeslee

Darrell Burchfield

Simone Scarpace

Tom Hinman

Kathryn Kenny

Time: 4th Wednesday of the month at 8:30am

Location: Chamber

Redevelopment Committee

T. Eftaxiadis

Barry Lind

Todd Mohr

Brandon Ball

Thad Taylor

Lynda Beaton

Steve Brower

Time: 1st Monday of the month at 3pm

Location: Ramsdell Inn Lobby

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Transaction Detail By Account

May 2017

Type	Date	Name	Memo	Debit	Credit	Balance
Committee Revenues						
248-270 · Committee Revenue						
248-273 · Econ Restructure-Loan Fees						
Deposit	05/12/2017	RLB Boutique	Revolving Loan Service Fee		300.00	300.00
Total 248-273 · Econ Restructure-Loan Fees				0.00	300.00	300.00
Total 248-270 · Committee Revenue				0.00	300.00	300.00
Total Committee Revenues				0.00	300.00	300.00
Event Revenue						
248-280 · Event Revenues						
248-780 · Women's Wine & Chocolate Walk						
Deposit	05/12/2017		Ticket sales from WWCW		1,440.00	1,440.00
Deposit	05/12/2017	Reusch Jewelers	Sponsorship for WWCW		250.00	1,690.00
Total 248-780 · Women's Wine & Chocolate Walk				0.00	1,690.00	1,690.00
Total 248-280 · Event Revenues				0.00	1,690.00	1,690.00
Total Event Revenue				0.00	1,690.00	1,690.00
248-664 · Interest Income						
Deposit	05/31/2017		Interest		1.23	1.23
Deposit	05/31/2017		Interest		0.39	1.62
Deposit	05/31/2017		Interest		13.21	14.83
Deposit	05/31/2017		Interest		0.32	15.15
Total 248-664 · Interest Income				0.00	15.15	15.15
Office Related Expenses						
248-700 · Office Space (Rent)						
Bill	05/04/2017	Little River Band of Ottawa Indians.	May Rent	500.00		-500.00
Total 248-700 · Office Space (Rent)				500.00	0.00	-500.00
248-870 · Phone/Internet						
Bill	05/24/2017	Charter Communication		139.97		-139.97
Total 248-870 · Phone/Internet				139.97	0.00	-139.97
248-861 · Credit Card Expense						
248-862 · Late Payment Charge						
Bill	05/24/2017	Cardmember Service	Late fees/Interest	37.04		-37.04
Total 248-862 · Late Payment Charge				37.04	0.00	-37.04
Total 248-861 · Credit Card Expense				37.04	0.00	-37.04
248-859 · Printing & Reproduction						
Bill	05/24/2017	Jackpine Business Centers	Paper	8.18		-8.18
Total 248-859 · Printing & Reproduction				8.18	0.00	-8.18
248-853 · Office Equipment and Supplies						
Bill	05/24/2017	Cardmember Service	Constant Contact	40.00		-40.00
Total 248-853 · Office Equipment and Supplies				40.00	0.00	-40.00
Total Office Related Expenses				725.19	0.00	-725.19
Personnel Related Expense						
Gross Salary - Director						
248-718 · Gross Salary - Director						
248-705 · Federal 941 Company Expense						
Paycheck	05/15/2017	Tyler Leppanen		152.41		-152.41
Paycheck	05/15/2017	Tyler Leppanen		35.65		-188.06
Paycheck	05/31/2017	Tyler Leppanen		152.41		-340.47
Paycheck	05/31/2017	Tyler Leppanen		35.65		-376.12
Total 248-705 · Federal 941 Company Expense				376.12	0.00	-376.12
248-708 · StateWithholding						
General Journal	05/31/2017		To adjust to actual		0.01	0.01
General Journal	05/31/2017		To adjust to actual		54.47	54.48
Total 248-708 · StateWithholding				0.00	54.48	54.48
248-711 · Unemployment						
Paycheck	05/15/2017	Tyler Leppanen		0.00		0.00
Paycheck	05/15/2017	Tyler Leppanen		23.85		-23.85
Paycheck	05/31/2017	Tyler Leppanen		0.00		-23.85
Paycheck	05/31/2017	Tyler Leppanen		23.85		-47.70
Total 248-711 · Unemployment				47.70	0.00	-47.70

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Transaction Detail By Account

08/01/17

May 2017

Accrual Basis

Type	Date	Name	Memo	Debit	Credit	Balance
248-718 · Gross Salary - Director - Other						
Paycheck	05/15/2017	Tyler Leppanen		2,458.33		-2,458.33
Paycheck	05/31/2017	Tyler Leppanen		2,458.33		-4,916.66
Total 248-718 · Gross Salary - Director - Other				4,916.66	0.00	-4,916.66
Total 248-718 · Gross Salary - Director				5,340.48	54.48	-5,286.00
Total Gross Salary - Director				5,340.48	54.48	-5,286.00
Total Personnel Related Expense				5,340.48	54.48	-5,286.00
Fee Related Expenses						
248-731 · Bank Service Charges						
Check	05/10/2017	Merchant Fee		5.00		-5.00
Total 248-731 · Bank Service Charges				5.00	0.00	-5.00
248-901 · Accounting						
Bill	05/05/2017	Vanderwal, Spratto & Richards, P.C.		500.00		-500.00
Total 248-901 · Accounting				500.00	0.00	-500.00
Total Fee Related Expenses				505.00	0.00	-505.00
Design Committee Related Expense						
248-651 · City Maintenance in DDA						
Bill	05/12/2017	City of Manistee	City Maintenance Reimbursement	10,000.00		-10,000.00
Total 248-651 · City Maintenance in DDA				10,000.00	0.00	-10,000.00
Total Design Committee Related Expense				10,000.00	0.00	-10,000.00
Promotions Committee Expenses						
248-751 · Promotions Committee Expense						
248-607 · Website Redevelopment						
Bill	05/24/2017	RIGHTside design LLC	Website Redevelopment	320.00		-320.00
Total 248-607 · Website Redevelopment				320.00	0.00	-320.00
248-782 · Women's Wine & Chocolate Walk						
Bill	05/12/2017	Moving Spirit	Wine for WWCW	1,494.92		-1,494.92
Bill	05/24/2017	Jackpine Business Centers	Posters/Wine Cards	83.39		-1,578.31
Bill	05/24/2017	RIGHTside design LLC	WWCW Work	300.00		-1,878.31
Bill	05/24/2017	Cardmember Service	Wine for WWCW	377.40		-2,255.71
Total 248-782 · Women's Wine & Chocolate Walk				2,255.71	0.00	-2,255.71
248-774 · Frostbite Saturday						
Bill	05/24/2017	RIGHTside design LLC	Design work for Frostbite	150.00		-150.00
Total 248-774 · Frostbite Saturday				150.00	0.00	-150.00
Total 248-751 · Promotions Committee Expense				2,725.71	0.00	-2,725.71
Total Promotions Committee Expenses				2,725.71	0.00	-2,725.71
Revolving Loan Interest Income						
Invoice	05/04/2017	Mitten Media, LLC			7.94	7.94
Invoice	05/09/2017	Duchon Insurance			10.34	18.28
Total Revolving Loan Interest Income				0.00	18.28	18.28
TOTAL				19,296.38	2,077.91	-17,218.47

DOWNTOWNMANISTEE

michigan

DDA Director's Report

July 12, 2017

- An update on meetings from the past month and issues that affect the DDA; I attended three City Council meetings this month. The first meeting the Council approved the zoning ordinance amendment that affected parking and multiple dwelling units in the C-3 District, which the DDA is a part of and we had discussed at previous meetings; they also approved the TGIF Manistee events; Rachel Brooks was reappointed to the DDA Board. The second Council meeting the Council took action to establish a Historic District Study Committee to investigate the boundaries of the district. The third meeting will be on Tuesday August 8 and the Redevelopment Liquor License process will be discussed. I made a presentation to the County Board of Commissioners about the DDA. I attended a harbor commission meeting, where they discussed docks or slips in front of Edgewater and for North Channel. I presented the North Corridor Village concept to the Planning Commission as well.
- In the last month, I was in contact with only 1 potential new businesses. That was a local restaurant that was potentially looking to relocate downtown. The Business Development Committee has identified potential tenants and locations, and I am working on updating our recruiting material. I should be doing more recruiting in the Fall.
- There was not a merchant meeting this month and they will resume September 8.
- The Michigan State University Sustainable Built Environment Initiative's first visioning session will most likely be held on Monday August 28 at 7pm. I am working on securing a location that will accommodate 60 to 80 people from the community to gather their input.
- Projects Update – North Channel Brewery is making progress, they are still not releasing an open date. The zoning ordinance amendment in regards to Edgewater has been approved. I do not have an update on the Chippewa Cottages. The Senior Center and the grocery store still plan to move forward into the Oleson's building, optimistically hoping for the move to take place in 2017.

DOWNTOWNMANISTEE

— michigan —

DATE: August 3, 2017
TO: DDA Board
FROM: Tyler Leppanen
RE: Dogs on the Riverwalk

At the last Board meeting it was requested that the dogs on the Riverwalk policy be put on the agenda. City Council came to a consensus at their last work session that they wanted to keep the policy of not allowing dogs on the Riverwalk and increase signage. The DDA Board does not have the authority to change the policy but could request the Council to reconsider the policy, at least within the DDA district.

The Design Committee requested that I follow up with more information. Dogs are allowed at the City Marina, including the grass areas, there is an average of 8.5 dog bite complaints per year within the entire City. The Riverwalk, within the DDA district, at most points is 9 ft in width with some narrower spots of 5.5 ft. Compared to the City sidewalk policy that requires 5 ft of space between the curb and any obstructions. The Humane Society has held a walk on the Riverwalk for six years and has not had any reported issues. During the Chamber's "Imagine Manistee" event allowing dogs on the Riverwalk ranked 5th in Recreation, behind Riverwalk improvements, bike rentals, parks, and bikes lanes.

I have also been circulating a petition for businesses to sign if they would like to see dogs on the Riverwalk and asking their opinions. I also posted on the Facebook group asking for opinions. 15 people have signed the petition and 4 more were in support on the Facebook group. I have also had some that were opposed to allowing dogs. I would say it is nearly a 60/40 split among the business owners in favor of allowing dogs. That is similar to the News Advocate's Facebook post that received over 140 comments.

My opinion is that dogs should be allowed on the Riverwalk. If increasing Riverwalk usage is important to the DDA then there should be less restrictions. Many visitors travel with their dogs and are deterred by the policy, which has been shared with me by the Visitor's Bureau. I believe we are missing a market of people by not being more dog friendly. The City of Ludington has information available about how dog friendly they are.

The two issues that are consistently raised is the clean-up and potential for vicious dogs. The DDA could find sponsors for dog bag stations, several business owners have said they would be willing. And, the Riverwalk in the DDA district is more open than the sidewalks on River St. Keeping the ban only deters responsible pet owners, the ones that will not clean up after their dogs are already walking their dogs on the Riverwalk.

DOWNTOWNMANISTEE

— *michigan* —

DATE: August 3, 2017
TO: DDA Board
FROM: Tyler Leppanen
RE: Travel and Training Request

The travel and training request is for my second course in the Michigan Economic Developers Association certification process. Six courses and an exam are required to become a certified economic developer. The course runs from September 11 to 14, which would mean I would miss the next Board meeting.

Travel & Training Request

Information

Name: Tyler Leppanen

Other Attendees: _____

Location: Crowne Plaza Lansing, 925 S Creyfs Rd, Lansing

Sponsoring Organization: Michigan Economic Developers Association

Dates of Travel: From: 9-11-17 To 9-14-17

Type of Travel Requested:

- | | | |
|--|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Conference | <input type="checkbox"/> Overnight |
| <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Personal Car | <input type="checkbox"/> Air Travel |

Estimated Expense: \$850

Purpose for Travel or Training:

Required course for economic development certification
\$225 (75 per night) at Quality Inn

DDA Board Approval

- Approved
 Rejected

Comments:

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The Leading Voice for Economic Developers in Michigan

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Economic Development Basic Course

The 2017 Economic Development Basic Course is scheduled for Monday, September 11th - Thursday, September 14th.

MEDA has partnered with the International Economic Development Council (IEDC) to offer the Economic Development Basic Course. This week long course is a comprehensive educational opportunity with focus on the critical areas of economic development. For those seeking national certification, the Economic Development Basic Course is the first requirement in the process towards receiving your Certified Economic

Developer (CEcD) certification. This course qualifies as a professional development training requirement needed to sit for the CEcD examination. CEcD certification through the IEDC is a national recognition that denotes a mastery of principal skills in economic development, professional attainment, and a commitment to personal and professional growth.

The course is accredited by the International Economic Development Council. For more information, [click here](#), or call 202-942-9466.

The International Economic Development Council is a non-profit membership organization dedicated to helping economic developers do their job more effectively and raising the profile of the profession.

Costs: MEDA Members \$625/Non-Members \$850

Location: Crowne Plaza Lansing West, 925 S. Creyts Rd., Lansing, MI 48917

Accommodations: Contact the Crowne Plaza at 877-322-5544 by August 11, 2017, to reserve rooms for \$129++/night. You can also use the code EDA at www.crowneplaza.com/lansingwest to reserve your stay.

Agenda: [Click here for an agenda.](#)

What to Expect

- 4 days of training
- approximately 8:30 a.m. to 4:15 p.m. each day
- mixture of lecture and case study work

Scholarships

Scholarships are available for MEDA members to attend the Economic Development Basic Course each year. Scholarship applications must be submitted before the Board of Directors meeting in the third week of August. [Apply here](#) by August 1, 2017.

Economic Development Basic Course Required Sessions

The following 10 sessions are held at the Economic Development Basic Course each year:

Business Retention and Expansion

Business retention and expansion is critical in today's economy. The objectives of this session will include how to organize a business retention and expansion program. We will cover how to provide examples of programs and activities that foster the growth of existing business, to recommend strategies helpful in implementing a successful program, and identify valuable local resources.

Community/Neighborhood Development

This session will provide an understanding of the steps in the community development process, and the challenges of community development in economic development practice.

Economic Development Ethics

Incorporating ethics into professional standards is critical to the ongoing growth of the economic development profession. Ethical



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Economic Development Finance

This session will focus on several key elements, including: blending of sources, capital availability, source of long-term financing, returns to the lender, and leveraging. Once we have a better understanding of the structure, we will then look at the two sectors in financing: public and private.

Managing an Economic Development Organization

This session will cover the issues specific to economic development organizations such as; working with leaders, developing a vision for the organization and community, delegation of available resources to the right programs and the development of the most appropriate programs for that organization and community.

Marketing/Attraction

As an economic developer, it is important that you have basic knowledge of the marketing process and its benefits. This session will focus on the marketing process, geographic and economic considerations, suspects vs. prospects, and advertising & promotion. Also addressed will be market research and targeting.

Real Estate Development and Reuse

In this session, participants will be introduced to the land development process, with an emphasis on the role that the economic developer plays. Participants will learn about the various tools that are available at the local level, including tax increment financing, bonds, land assembly and eminent domain, in addition to the many federal programs available.

Small Business and Entrepreneurship Development

This session will provide an overview of the role of small business in the U.S. economy, creation of jobs, a brief profile of the small business creation process, and an introduction to the new and emerging areas of small business creation.

Strategic Planning

Strategic planning for a community or organization envisions its future and develops necessary procedures and actions to achieve that future. This session will focus on the background understanding of strategic planning and its process, how to design & organize the process, and developing strategies and formulating action plans.

Workforce Development

Workforce development is quickly becoming the #1 focus for economic development organizations. A skilled and educated workforce is crucial in today's economy. This interactive session will focus on the need for the creation of workforce development programs that address both community and business needs.

How to Become Certified

For information on the complete CECD program, including requirements to sit for the exam and an exam application, visit the IEDC website.

[View All Events](#) | [Register](#)

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Contact Us

Michigan Economic
Developers Association
P.O. Box 15096
Lansing, MI 48901-5096
PH: 517-241-0011
meda@medaweb.org

DOWNTOWNMANISTEE

michigan

DATE: August 3, 2017

TO: DDA Board

FROM: Tyler Leppanen

RE: Buyer's Agent

If the Board determines to move forward with the purchase of real estate then we need to have a buyer's agent. Since Dwelling Realty is the only realtor in the DDA district I am recommending signing the buyer's agent with Dwelling Realty. The service is commission based and the purchase policies do not address this particular situation.



Disclosure Regarding Real Estate Agency Relationships



Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of Agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104. Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

- (1) An agent providing services under any service provision agreement owes, at a minimum, the following **duties** to the client:
 - a. The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.
 - b. The performance of the terms of the service provision agreement.
 - c. Loyalty to the interest of the client.
 - d. Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.
 - e. Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent.
 - f. An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.
 - g. Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.
- (2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following **services** to his or her client:
 - a. When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.
 - b. Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.
 - c. Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.
 - d. After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.
 - e. For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2) (b), (c), and (d) above may be waived by the execution of a limited service agreement.

BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent and who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2) (b), (c), and (d) above may be waived by the execution of a limited service agreement.

DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller, and the buyer.

TRANSACTION COORDINATORS

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

REAL ESTATE LICENSEE DISCLOSURE – THIS IS NOT A CONTRACT FOR AGENCY SERVICES

I hereby disclose that the agency status I/we have with the buyer and/or seller below is (choose one):

- Seller's agent or subagent
- Seller's agent – limited service agreement
- Buyer's agent or subagent
- Buyer's agent – limited service agreement
- Dual agent
- Transaction Coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)
- None of the above

AFFILIATED LICENSEE DISCLOSURE (Check one)

- Check here if acting as a designated agent. Only the licensee's broker and a named supervisory broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.
- Check here if not acting as a designated agent. All affiliated licensees have the same agency relationships as the licensee named below.

Further, this form was provided to the buyer or seller before disclosure of confidential information.

Licensee	Date	Licensee	Date
The undersigned <input type="checkbox"/> does <input type="checkbox"/> does not have an agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as a <input type="checkbox"/> Buyer <input type="checkbox"/> Seller.			

ACKNOWLEDGMENT: By signing below, the parties confirm that they have received and read the information on this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential sellers or buyers. **THIS IS NOT A CONTRACT.**

Potential <input type="checkbox"/> Buyer <input type="checkbox"/> Seller (check one)	Date	Potential <input type="checkbox"/> Buyer <input type="checkbox"/> Seller (check one)	Date
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