



COOPERATING BROKER’S REQUEST FOR LISTING BROKER’S CONFIRMATION OF PRESENTATION OF OFFER TO SELLER/LANDLORD

1. **Basis of this request:** National Association of REALTORS® Standard of Practice §1-7 (Amendment 1/20) states, in pertinent part: *“Upon written request of a cooperating broker who submits an offer to the listing broker, the listing broker shall provide, as soon as practical, a written affirmation to the cooperating broker stating that the offer has been submitted to the seller/landlord, or a written notification that the seller/landlord has waived the obligation to have the offer presented.”* Not providing the written affirmation requested below could be grounds for an Ethics complaint to be filed against you, which could result in punishment pursuant to the National Association of REALTORS® Code of Ethics and Arbitration Manual.¹

2. **Specific request is hereby made pursuant to §1-7:**

Date of this request: _____
Date the offer was submitted to the listing broker: _____
Submitting broker’s name: _____
Submitting broker’s email: _____
Identity of the person/entity who made offer: _____
Amount of the offer that was made: \$ _____
Listing broker’s name: _____

3. **Listing broker’s written affirmation pursuant to §1-7:** I am the listing broker who received the offer identified in Paragraph 2 above, and by my signature below I hereby affirm that one of the following two events has already occurred:

The offer was submitted to the seller/landlord on _____,

OR

The seller/landlord has previously waived the obligation to have the offer presented.

Submitting Broker:

Listing Broker:

Signature

Signature

Printed name

Printed name

Email address

Email address

¹ This form is provided by the South Padre Island Board of REALTORS® solely for the convenience of its members in requesting information pursuant to National Association of REALTORS® Standard of Practice §1-7 (Amendment 1/20). There is no specific form required to be used by NAR, and all that is required is for a request to be in writing from the cooperating broker to the listing broker. Any other request in writing provided to a listing broker by a cooperating broker is equally valid and imposes the same ethical compliance obligation that is imposed by NAR regardless of whether or not this particular form is used.