

**TABLE 1  
CONNECTICUT AGENCY DOCUMENTS**

	<b>Agency Representation Agreement</b>	<b>Agency Disclosure Notice</b>	<b>Dual Agency /Designated Agency Notice and Consent Documentation</b>
<b>COOPERATING SALE</b>			
<b>Broker represents Seller</b>	Listing Agreement	give to unrepresented potential Buyer at time of first personal meeting concerning Buyer's need (not required if Buyer represented by another agent)	n/a
<b>Broker represents Buyer</b>	Buyer Agency Agreement	give to unrepresented potential Seller at time of first personal meeting with Seller (not required if Seller represented by another agent)	n/a
<b>Broker working with Buyer, subagent of Seller</b>	Seller Consent to Subagency	give to unrepresented potential Buyer at time of first personal meeting concerning Buyer's needs	n/a
<b>IN-HOUSE SALE</b>			
<b>Broker represents both Seller and Buyer, no Designated Agents</b>	Listing Agreement and Buyer Agency Agreement ( <i>must contain statement about possibility of dual agency</i> )	n/a	before Buyer makes a written offer: both Buyer and Seller must sign "Dual Agency Consent Agreement"
<b>Broker represents both Seller and Buyer, Designated Agents have been appointed</b>	Listing Agreement and Buyer Agency Agreement ( <i>must contain statement about possibility of dual agency</i> )	n/a	before Buyer makes a written offer: both Buyer, Seller, and broker must sign "Dual Agency/Designated Agency Disclosure Notice and Consent Agreement" with names of Designated Agents inserted
<b>Broker represents only Seller, working with Buyer</b>	Listing Agreement	give to unrepresented potential Buyer at time of first personal meeting concerning Buyer's needs (not required if Buyer represented by another agent)	n/a

**TABLE 2  
CONNECTICUT REAL ESTATE AGENCY RELATIONSHIPS IN PRACTICE\***

Brokerage Firm Represents Seller	Brokerage Firm Represents Buyer	Brokerage Firm Working with Buyer as Customer
<p><b>STEP A1.</b> Enter into written Listing Agreement. Go to STEP A2.</p> <p><b>STEP A2.</b> Before Seller's property is shown to each potential Buyer, determine whether Buyer is represented by a brokerage firm.</p> <p>(i) If Buyer is not represented, but would like to be represented by your firm, go to STEP B1.                      (ii) If Buyer is not represented, and does not wish to be represented, go to STEP A3.                      (iii) If Buyer is represented by another firm, go to STEP A4.                      (iv) If Buyer is represented by your firm, go to STEP A5.</p> <p><b>STEP A3.</b> Give Agency Disclosure Notice to unrepresented Buyer at time of first personal meeting concerning Buyer's needs. Go to STEP A4.</p> <p><b>STEP A4.</b> Proceed as Seller's Agent.</p> <p><b>STEP A5.</b> Have both Buyer and Seller given their informed consent to dual agency?</p> <p>(i) If yes, both Buyer and Seller must sign <i>either</i></p>	<p><b>STEP B1.</b> Enter into written Buyer Agency Agreement. Go to STEP B2.</p> <p><b>STEP B2.</b> Before Buyer is shown a property, determine whether the Seller of that property is represented by a brokerage firm.</p> <p>(i) If Seller is not represented, go to STEP B3.                      (ii) If Seller is represented by another firm, go to STEP B4.                      (iii) If Seller is represented by your firm, go to STEP A5.</p> <p><b>STEP B3.</b> Give Agency Disclosure Notice to unrepresented Seller at time of first personal meeting with Seller. Go to STEP B4.</p> <p><b>STEP B4.</b> Proceed as Buyer's Agent.</p>	<p><b>STEP C1.</b> Determine whether Buyer seeks representation</p> <p>(i) If yes, go to STEP B1.                      (ii) If no, go to STEP C2.</p> <p><b>STEP C2.</b> This is a difficult way to go, although it is allowed by the law. Procedure depends upon whether Buyer is going to be shown an in-house listing or another firm's listing.</p> <p>(i) For in-house listings, go to STEP C3.                      (ii) For another firm's listings, go to STEP C4.</p> <p><b>STEP C3.</b> Broker may work with Buyer as the Seller's Agent. Go to STEP A3.</p> <p><b>STEP C4.</b> Does Seller agree to Broker being Seller's subagent?</p> <p>(i) If yes, Broker must obtain Seller's written consent to</p>
<p>⇒ Dual Agency Consent Agreement (if not designating agents) <i>or</i>                      ⇒ Dual Agency/Designated Agency Disclosure Notice and Consent Agreement (if also designating agents)                      Go to STEP A6.</p> <p>(ii) If no, Stop. Cannot represent both parties in the same transaction without obtaining their informed consent.</p> <p><b>STEP A6.</b> Have Brokerage Firm and both Buyer and Seller agreed to the appointment of Designated Agents?</p> <p>(i) If yes, both Buyer, Seller, and broker sign Dual Agency/ Designated Agency Disclosure Notice and Consent Agreement and broker must appoint designated agents in that Agreement. Designated agents proceed as such, rest of office proceeds as Dual Agent.                      (ii) If no, proceed as Dual Agent, with no designated agency.</p>		<p>subagency, containing subagent Broker's name and licensee number and containing a statement that the law imposes vicarious liability on the Seller for the acts of the sub-agent. Go to STEP A3.                      (ii) If no, Stop. Cannot proceed in this transaction and be legally entitled to compensation.</p>

\* These are the most common scenarios that a Broker may encounter, although this outline is not all encompassing. Refer to the Connecticut General Statutes for further detail and clarification on Connecticut agency relationships.