

Clauses

This section is to help define Clauses

- [Listing Clauses](#)
- [Buyer Clauses](#)
- [Tenant Lease Clauses](#)
- [Landlord Lease Clauses](#)

Listing Clauses

Schedule 'A' is used to clearly document the services, commitments, and special terms that apply to the client relationship.

For both seller and buyer representation, it helps ensure everyone understands what services will be provided, how communication and support will be handled, and any additional agreements that have been promised. This may include marketing, showing coordination, offer preparation, transaction support, post-sale service, commission arrangements, or other specific deliverables.

For teams, Schedule 'A' can also help clarify how service will be delivered. Identify the designated representative where applicable and explain when other team members may assist with administrative, marketing, showing, or transaction support.

Transparency protects the client, the agent, and the brokerage. Put important promises and compensation-related agreements in writing so there is no confusion about what is being provided, by whom, and under what terms.

SESSION 3 • FORMS, CLAUSES AND COMPLIANCE



Seller Services Clause

What should be included in Schedule 'A' of the Listing Agreement

1



Why It Matters

- ✓ TRESA requires clear written disclosure of promised services and agreements
- ✓ Seller expectations should be documented up front
- ✓ Commission or fee agreements should also be disclosed clearly

2



What to Include in Schedule 'A'

- ✓ Seller services to be provided
- ✓ Marketing and communication commitments
- ✓ Any special promises or deliverables
- ✓ Commission, fee, or adjustment agreements

3



Team Service Disclosure

- ✓ Identify the designated agent
- ✓ Clarify when other team members may assist
- ✓ Describe how seller services and communication will be delivered
- ✓ Keep responsibilities clear and transparent

4



Examples of Seller Services

- ✓ Listing launch and MLS coordination
- ✓ Showing support and feedback updates
- ✓ Offer presentation and negotiation support
- ✓ Transaction coordination through closing



Admin Takeaway: Put promised services in writing so the seller understands what will be provided, by whom, and how.



CLEAR DISCLOSURE CREATES A BETTER SELLER EXPERIENCE.

Buyer Clauses

Schedule 'A' is used to clearly document the services, commitments, and special terms that apply to the client relationship.

For both seller and buyer representation, it helps ensure everyone understands what services will be provided, how communication and support will be handled, and any additional agreements that have been promised. This may include marketing, showing coordination, offer preparation, transaction support, post-sale service, commission arrangements, or other specific deliverables.

For teams, Schedule 'A' can also help clarify how service will be delivered. Identify the designated representative where applicable and explain when other team members may assist with administrative, marketing, showing, or transaction support.

Transparency protects the client, the agent, and the brokerage. Put important promises and compensation-related agreements in writing so there is no confusion about what is being provided, by whom, and under what terms.

Buyer Services Clause

What should be included in Schedule 'A' of the Buyer Representation Agreement

1



Why It Matters

- ✓ TRESA requires clear written disclosure of promised services and agreements
- ✓ Buyer expectations should be documented up front
- ✓ Commission or fee agreements should also be disclosed clearly

2



What to Include in Schedule 'A'

- ✓ Buyer services to be provided
- ✓ Search, showing, offer, and communication commitments
- ✓ Any special promises or deliverables
- ✓ Commission, fee, or adjustment agreements

3



Team Service Disclosure

- ✓ Identify the designated agent
- ✓ Clarify when other team members may assist
- ✓ Describe how buyer services and communication will be delivered
- ✓ Keep responsibilities clear and transparent

4



Examples of Buyer Services

- ✓ Property search and showing coordination
- ✓ Market analysis and offer preparation
- ✓ Negotiation support and paperwork coordination
- ✓ Transaction coordination through closing





Admin Takeaway: Put promised services in writing so the buyer understands what will be provided, by whom, and how.

Tenant Lease Clauses

Landlord Lease Clauses