

**HOW TO DISCLOSE LICENSED TRANSACTION COORDINATORS**  
**WHEN USING REVISED FORMS RELEASED JULY 15, 2019**

A field for disclosure of Licensed Transaction Coordinators (TCs) has been added to Cover Page II of the Purchase Agreements, Listing Agreements, Buyer-Broker-Agreement and Compensation on Unlisted Property Agreement. In addition, the Broker Duties owed by Licensed TCs has been incorporated into Cover Page II of these forms. As a result of these amendments, Form 2100 – the Supplemental Broker Duty Disclosure and Form 2100A – Broker Duties owed by Licensed Transaction Coordinators (“TC”) are NO LONGER necessary when disclosing a Licensed TC (unless the Licensed TC is not initially disclosed when entering into one of these agreements and must be disclosed at a later time).

**PROCESS:**

**Listing/Buyer Broker Agreement:** At the time the Broker enters into these agreements with their clients, they will disclose any Licensed TC engaged by the Broker. Since Cover Page II of these forms incorporate the Licensed TC’s Broker Duties, no additional form will be necessary.

**Purchase Agreement:**

- At the time the Buyer completes the Purchase Agreement, the Buyer’s Broker will disclose on Cover Page II the names of any Licensed TCs engaged by the Buyer’s Broker. Since Cover Page II also incorporates the Licensed TC’s Broker Duties, no additional form will be necessary.
- When the Purchase Agreement is submitted to the Seller, any Licensed TC engaged by the Buyer’s Broker will be disclosed to the Seller and Listing Broker.
- The Listing Broker will complete the Seller’s Broker’s Section of Cover Page and identify any licensed TCs the Listing Broker has engaged. Again, Cover Page II incorporates the Broker Duties owed by that Licensed TC, so there is no need to use an additional form.
- When the Purchase Agreement is sent back to the Buyer’s Broker/Buyer, any Licensed TC engaged by the Listing Broker will be disclosed to the Buyer’s Broker and Buyer (on Cover Page II).
- **THERE IS NO NEED TO OBTAIN FURTHER ACKNOWLEDGMENT FROM THE BUYER OR BUYER’S BROKER OF ANY DISCLOSURE MADE IN THE SELLER’S BROKER’S SECTION; PROOF OF DELIVERY OF THE CONTRACT, INCLUDING THE COVER PAGES, TO THE BUYER’S BROKER/BUYER IS SUFFICIENT.**