



# Scope of Authorized Acts

## for Central Metro Realty Agents

Agents must be competent in any area of real estate they intend to practice. Limited knowledge in any transaction may cause financial harm to any party involved in the transaction. If you are lacking training or experience in an area of real estate you wish to pursue, please consult our Broker before attempting to practice. This includes geographical competencies. Central Metro Agents shall not practice in any area in which they are not competent.

### Permitted Activities

- Buyer and Tenant's representation is permitted. Agent's must always be competent in the area in which they are practicing. If the agent is not at a minimum a member of the MLS in a given area, agent shall not be deemed competent in the given area and shall be prohibited from practicing as a Buyer's agent in the given area.
- Seller and Landlord listing representation is permitted. Agent's must always be competent in the area in which they are practicing. If the agent is not at a minimum a member of the MLS in a given area, agent shall not be deemed competent in the given area and shall be prohibited from practicing as a Buyer's agent in the given area.
- Apartment leasing is permitted. MLS is not required to lease apartments, but agents should still be competent in the area before practicing.

### Limited Activities

- Commercial transactions of any kind may only be performed with Broker's written authorization.
- Broker Priced Opinions, also known as BPO's may be performed with Broker's written authorization.
- Owner financed transactions may be performed with Broker's written authorization.

## Prohibited Activities

- Property Management or any activity that may be interpreted as such. No compensation does not indicate no property management activity. If an agent is acting in capacity as a property manager with or without compensation, even for friends or family, it is prohibited. Additionally, this includes evictions or any eviction paperwork assistance.
- Creating a showing service or unlocking doors for compensation for anyone, including other agents.
- Opening Supra boxes using an E-key, D-key or any other device that is not assigned to the agent that is using the device.
- Any form of short sale negotiation without competency in the area.
- Working with or being a part of a “Loss Mitigation” company.
- Blindly submitting offers on listings without viewing them.
- Owner financed transactions known as wrap-around mortgages or “subject-to” deals are prohibited.

## Notes on Scope of Work

Agents **may not** represent both buyer and seller as intermediary. In the event either side of a transaction is unrepresented, Agents are required to use the “Notice to Prospective Customer or Client” found in Central Metro’s library of forms or request one from the staff if needed. This form is used to clarify the agent’s role in the transaction. This does not prohibit an agent from earning a specific amount of commission.

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Signature