APPENDIX A

Select the Correct Disclosure Form to Use

<table>
<thead>
<tr>
<th>Type of Situation</th>
<th>Use this Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real estate licensee* has substantive discussion about a specific property with</td>
<td>Disclosure of Brokerage Relationship</td>
</tr>
<tr>
<td>a prospective buyer, seller, landlord or tenant who is not the client of the</td>
<td>(see Appendix A-1).</td>
</tr>
<tr>
<td>licensee and not represented by another licensee.</td>
<td></td>
</tr>
<tr>
<td><strong>Dual agency/dual representation:</strong></td>
<td>Disclosure of Dual Agency or Dual</td>
</tr>
<tr>
<td>Dual agency or dual representation of clients by a real estate licensee*.</td>
<td>Representation</td>
</tr>
<tr>
<td></td>
<td>(see Appendix A-2).</td>
</tr>
<tr>
<td><strong>Designated agency/designated representation:</strong></td>
<td>Disclosure of Designated Agency or</td>
</tr>
<tr>
<td>Designated agency or designated representation of clients by a real estate</td>
<td>Representation</td>
</tr>
<tr>
<td>licensee*.</td>
<td>(see Appendix A-3).</td>
</tr>
</tbody>
</table>

(*Applicable to standard agents, limited service agents and independent contractors).
DISCLOSURE OF BROKERAGE RELATIONSHIP FOR UNREPRESENTED PARTY(IES)

The undersigned unrepresented party(ies) do hereby acknowledge disclosure that the licensee
___________________________________ (Broker or Salesperson) associated with
___________________________________ (Brokerage Firm) represents only the following party in a real estate transaction:

☐ Seller(s)  OR  ☐ Landlord(s)
☐ Buyer(s)  OR  ☐ Tenant(s)

SIGNATURE OF UNREPRESENTED PARTY

___________________________________
Print Name

__/                                                   
Date        Signature

SIGNATURE OF UNREPRESENTED PARTY

___________________________________
Print Name

__/                                                   
Date        Signature
DISCLOSURE OF DUAL AGENCY OR DUAL REPRESENTATION* 
IN A RESIDENTIAL REAL ESTATE TRANSACTION

The undersigned do hereby acknowledge disclosure that the licensee _________________________
___________________________________________ (Broker or Salesperson) associated with
___________________________________________ (Brokerage Firm) represents more than one party in
this residential real estate transaction as follows:

A. The Licensee represents the □ Seller OR □ Landlord
   as a (select one below):
   □ Standard Agent OR □ Limited Service Agent OR □ Independent Contractor

B. The Licensee represents the □ Buyer OR □ Tenant
   as a (select one below):
   □ Standard Agent OR □ Limited Service Agent OR □ Independent Contractor

*“Dual Agency” means representing a client as a standard agent or as a limited service agent. “Dual
Representation” means representing a client as an independent contractor.

C. Brokerage Firm disclosure and client acknowledgement of the following (select one):

   BOTH CLIENTS ARE EXISTING CLIENTS
   □ Brokerage Firm represents two existing clients in the transaction and the undersigned
   acknowledge the following:

   The undersigned understand that the foregoing dual agent or dual representative may not disclose to
   either client any information that has been given to the dual agent or representative by the other client
   within the confidence and trust of the brokerage relationship except for that information which is
   otherwise required or permitted by § 54.1-2130 et seq. of the Code of Virginia to be disclosed.

   OR

   ONE EXISTING CLIENT ONE NEW CLIENT
   □ Brokerage Firm represents one existing client and one new client in the transaction and the
   undersigned acknowledge the following:

   The undersigned understand:

   1. That following the commencement of dual agency or representation, the licensee cannot advise
      either party as to the terms to offer or accept in any offer or counteroffer; however, the licensee may
      have advised one party as to such terms prior to the commencement of dual agency or representation;

   2. That the licensee cannot advise the buyer client as to the suitability of the property, its
      condition (other than to make any disclosures as required by law of any licensee representing a
      seller), and cannot advise either party as to what repairs of the property to make or request;

   3. That the licensee cannot advise either party in any dispute that arises relating to the transaction;
4. That licensee may be acting without knowledge of the client's needs, client's knowledge of the market, or client's capabilities in dealing with the intricacies of real estate transactions; and

5. That either party may engage another licensee at additional cost to represent their respective interests.

The undersigned by signing this notice do hereby acknowledge their consent to the disclosed dual representation by the licensee.

SELLER/LANDLORD

Date ___________________________ Signature ___________________________

BUYER/TENANT

Date ___________________________ Signature ___________________________

SELLER/LANDLORD

Date ___________________________ Signature ___________________________

BUYER/TENANT

Date ___________________________ Signature ___________________________
DISCLOSURE OF DUAL AGENCY OR DUAL REPRESENTATION*
IN A COMMERCIAL REAL ESTATE TRANSACTION

The undersigned do hereby acknowledge disclosure that the licensee __________________________ (Broker or Salesperson) associated with __________________________ (Brokerage Firm) represents more than one party in this commercial real estate transaction as follows:

A. The Licensee represents the □ Seller OR □ Landlord as a (select one below):
   □ Standard Agent OR □ Independent Contractor

B. The Licensee represents the □ Buyer OR □ Tenant as a (select one below):
   □ Standard Agent OR □ Independent Contractor

The undersigned understand that the foregoing dual agent or dual representative may not disclose to either client any information that has been given to the dual agent or representative by the other client within the confidence and trust of the brokerage relationship except for that information which is otherwise required or permitted by § 54.1-2130 et seq. of the Code of Virginia to be disclosed.

The undersigned by signing this notice do hereby acknowledge their consent to the disclosed dual representation by the licensee.

SELLER/LANDLORD[
Date   Signature

BUYER/TENANT
Date   Signature

SELLER/LANDLORD
Date   Signature

BUYER/TENANT
Date   Signature

*“Dual Agency” means representing a client as a standard agent. “Dual Representation” means representing a client as an independent contractor.
DISCLOSURE OF DESIGNATED AGENCY OR REPRESENTATION*

The undersigned do hereby acknowledge disclosure that (Brokerage Firm) represents more than one party in this real estate transaction:

☐ Seller(s) and Buyer(s)  ☐ Landlord(s) and Tenant(s)

The undersigned understand that the foregoing dual agent or representative (Broker) may not disclose to either client or such client's designated agent or representative any information that has been given to the dual agent or representative by the other client within the confidence and trust of the brokerage relationship except for that information which is otherwise required or permitted by Article 3 (§ 54.1-2130 et seq.) of Chapter 21 of Title 54.1 of the Code of Virginia to be disclosed.

The principal or supervising broker has assigned ____________________________ (Broker or Salesperson) to act as Designated Agent or Representative for the ☐ Seller  OR  ☐ Landlord as a (select one below):

☐ Standard Agent  OR  ☐ Limited Service Agent  OR  ☐ Independent Contractor

The principal or supervising broker has assigned ____________________________ (Broker or Salesperson) to act as Designated Agent or Representative for the ☐ Buyer  OR  ☐ Tenant as a (select one below):

☐ Standard Agent  OR  ☐ Limited Service Agent  OR  ☐ Independent Contractor

The undersigned by signing this notice do hereby acknowledge their consent to the disclosed designated representation by the licensee.

SELLER/LANDLORD          BUYER/TENANT

/__________________________/__________________________
Date  Signature              Date  Signature

SELLER/LANDLORD          BUYER/TENANT

/__________________________/
Date  Signature

/__________________________/
Date  Signature

*“Designated Agency” means representing a client as a standard agent or as a limited service agent. “Designated Representation” means representing a client as an independent contractor.