

AUTHORIZATION TO PROVIDE SERVICES

General Services

NOTE: This form is used by a seller's or buyer's agent when preparing a listing/marketing package or performing a due diligence investigation on a property, to authorize a service provider to perform maintenance, repairs, or other services on the property.

DATE: _____, 20____. Prepared by _____.

TO:

Company Name _____

ATTN _____

Address _____

Phone _____ Cell _____

Email _____

FROM BROKER:

Agent's name _____ CalBRE# _____

Broker's name _____ CalBRE# _____

Address _____

Phone _____ Cell _____

Email _____

1. Property address _____

1.1 Type of property:

Single Family Residence, Condo Unit, Two-To-Four Residential Units,

2. Owner's name _____

Address _____

Home Phone _____ Cell Phone _____

Work Phone _____ Extension _____

3. Please provide the following services: _____

4. If you need a contract to be executed before rendering services, it will be entered into by

Owner, Buyer, or Agent/Broker.

Name _____

Address _____

Phone _____

5. If you need to access the property to provide your services, your contact for access will be

Agent/Broker, or Owner.

6. The fee for your services will be paid by Owner, Buyer, or Agent/Broker.

6.1 Please submit the billing as follows:

a. To Agent/Broker for payment in full on completion of your services and, if applicable, delivery of any reports or documents.

b. To Escrow, for payment on the closing of the pending sale.

Escrow company _____

Escrow office _____

Escrow number _____

Address _____

Phone _____ Fax _____

6.2 It is anticipated the amount of the fee for your services will be \$_____.

Submitting Agent's Signature: _____