



## Representing a Buyer at Auction

1. Preview the property with your buyer.
2. Review auction terms with your buyer and register yourself as their agent using the MPA Broker Participation Form at least 24 hours prior to auction (sample below).
3. Attend the auction with your buyer – buyers must bid on their own behalf.
4. Proceed to closing – title search and/or finance window (remember that contract is not contingent on inspections, financing, or appraisal; be sure that your buyer is secure in their financing).
5. Close!



Date: \_\_\_\_\_ Time: \_\_\_\_\_

Property Address or Location: \_\_\_\_\_  
(Please print all information clearly)

Bidder Name: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Bidder Phone Number: \_\_\_\_\_

**Participating Broker Acknowledges the following:**

Broker acknowledges all of the following: The property will be shown by the buyer's broker (or a sales associate of the buyer's broker) to the bidder at least 24 hours prior to the auction, and the broker or sales associate will be in attendance with bidder during the auction, has Power of Attorney to bid on behalf of the buyer during the auction, or submits this form at least 24 hours prior to buyer registering online. This fee will not be paid for representation of a person who has previously visited the property, signed the open house registration log or is a direct result of the promotion of the auction by Meares Property Advisors, Inc. No commission will be paid to any broker participating in the purchase of the property as a principal or joint party in the transaction (including being a part of an LLC or Corporation).

**Auctioneer agrees to the following:**

Auctioneer agrees to pay participating broker listed below thirty percent (30%) of the final commission received by Meares Property Advisors, Incorporated at closing, if the above registered bidder completes the transaction and all terms of this agreement are met. Please call Darron Meares, Broker-in-Charge, at 864-642-2196 with any questions on payments to participating brokers.

**Parties agree to the following:**

All parties agree property is being sold subject to owner's approval. All parties agree the property has to close in the name of the bidder prior to paying any participation fees. Disbursement of commission will be made only after purchaser's payment has cleared the respective bank.

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Broker/Associate Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*(Agent and/or Broker MUST sign this form acknowledging they have read the procedures outlined)*

Forms must be delivered to BIC or a member of his staff 24 hours prior to auction and must be signed by a member of real estate staff. Fax: 800-295-8758 Email: Office@MPA-SC.com

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Signature of auctioneer or staff receiving: \_\_\_\_\_

Revised January 22, 2020 - ND



315 Eastview Road, Pelzer, SC 29669  
864-947-2000

