



# Broker Participation Instructions and Requirements

Please review the following to be eligible for broker participation:

1. Please complete the attached pages.
2. All broker/bidder agreements must be submitted in writing and delivered via scan/e-mail or fax and be received at least 24 hours in advance of the auction date.
3. The registration form must be on your company stationery and be signed by you, as well as by your client. You may photocopy the attached letter onto your letterhead.
4. You must inspect the property with your client as well as attend the auction with your client and sign in on auction day.
5. No broker will be recognized on a prospect that has previously been in contact with the Sellers, Auctioneer, or their representatives.
6. There will be no exceptions to this procedure and absolutely no oral registrations will be accepted, nor will any registrations be accepted on sale day.
7. Commission will only be paid upon final closing and funding of the sale.

If you have any questions, please call our office. Thank you for your interest and we hope to see you and your client at the auction.

**Key Auctioneers**  
5520 South Harding Street  
Indianapolis, IN 46217-9578  
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317-357-1137 fax  
855-353-1100 toll free  
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[info@keyauctioneers.com](mailto:info@keyauctioneers.com)

Real Estate Department  
Key Auctioneers  
5520 South Harding Street  
Indianapolis, IN 46217-9578

I am a licensed real estate professional and my license information is listed below. I have a client that I would like to register with your firm, thereby establishing formal buyer agency for the property located at 3721 US 40, Richmond, Indiana 47374 that is scheduled to be auctioned at 1:00 PM local time on January 23, 2019.

I will be representing \_\_\_\_\_ at your auction and wish to register him/her as my client at this time. I have already, or will, attend an inspection with him/her and will be attending the auction with him/her. My client has acknowledged his agreement by signing below.

I have executed the "No Principal Interest Affidavit" and it is enclosed.

Auction Company will pay 3% Bid Price Broker Co-op to representative agent at closing.

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Broker License Number

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

\_\_\_\_\_  
Prospect Printed Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Prospect Signature

# *Affidavit of No Principal Interest*

State of \_\_\_\_\_

County of \_\_\_\_\_

**This is my declared and sworn to statement of the following facts:**

- 1) That I am a licensed real estate salesperson or broker in the State of Indiana with a valid and active license number of \_\_\_\_\_.
- 2) That I am neither an employee, manager, partner, officer nor director of, nor do I have any ownership interest in the person or entity being registered as my client \_\_\_\_\_  
(the client name being registered)
- 3) I will be acting solely in a brokerage capacity for the purchase of the property offered at auction.

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Printed Name