



# Broker Participation Instructions and Requirements

Please review the following to be eligible for broker participation:

1. Complete the attached pages.
2. All broker/bidder agreements must be received no later than forty-eight (48) hours in advance of the auction and can be delivered via email to [info@keyauctioneers.com](mailto:info@keyauctioneers.com) or faxed to (317)353-1137.
3. The registration form must be on your company stationary 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 properties with your client as well as attend the closing with your client.
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 oral registrations accepted. There will be no registrations accepted after 1:00 PM (Central) on March 18, 2019.
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 be able to work with you and your client toward closing on the properties.

**Key Auctioneers**  
5520 South Harding Street  
Indianapolis, IN 46217-9578  
317-353-1100 office  
317-357-1137 fax  
855-353-1100 toll free  
[www.keyauctioneers.com](http://www.keyauctioneers.com)  
[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 properties located at 19265 & 19275 Everett Lane, Mokena, Illinois 60448 that is scheduled to be auctioned online through [www.KeyAuctioneers.com](http://www.KeyAuctioneers.com) and the Key Auctioneers mobile app available for Apple and Android mobile devices beginning March 1, 2019 and ends March 20, 2019 at 1:00 PM (Central) with a soft-close, which extends bidding by set increments if a bid are received within the final minutes of the auction to allow all bidders to participate until the bidding concludes.

I will be representing \_\_\_\_\_ at your auction and wish to register them as my client at this time. I have already or will inspect the properties with them and will be attending the closing with them. They are in agreement with this and have acknowledged this representation 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

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

# *Affidavit of No Principal Interest*

State of Illinois

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 Illinois 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