

# 219,221,223 HOLD ST

Killeen, TX 76541

**Multifamily  
Investment Opportunity**

Offering Memorandum



\*Roofs Have Been Repaired

**MATTHEWS™**

# EXCLUSIVELY LISTED BY



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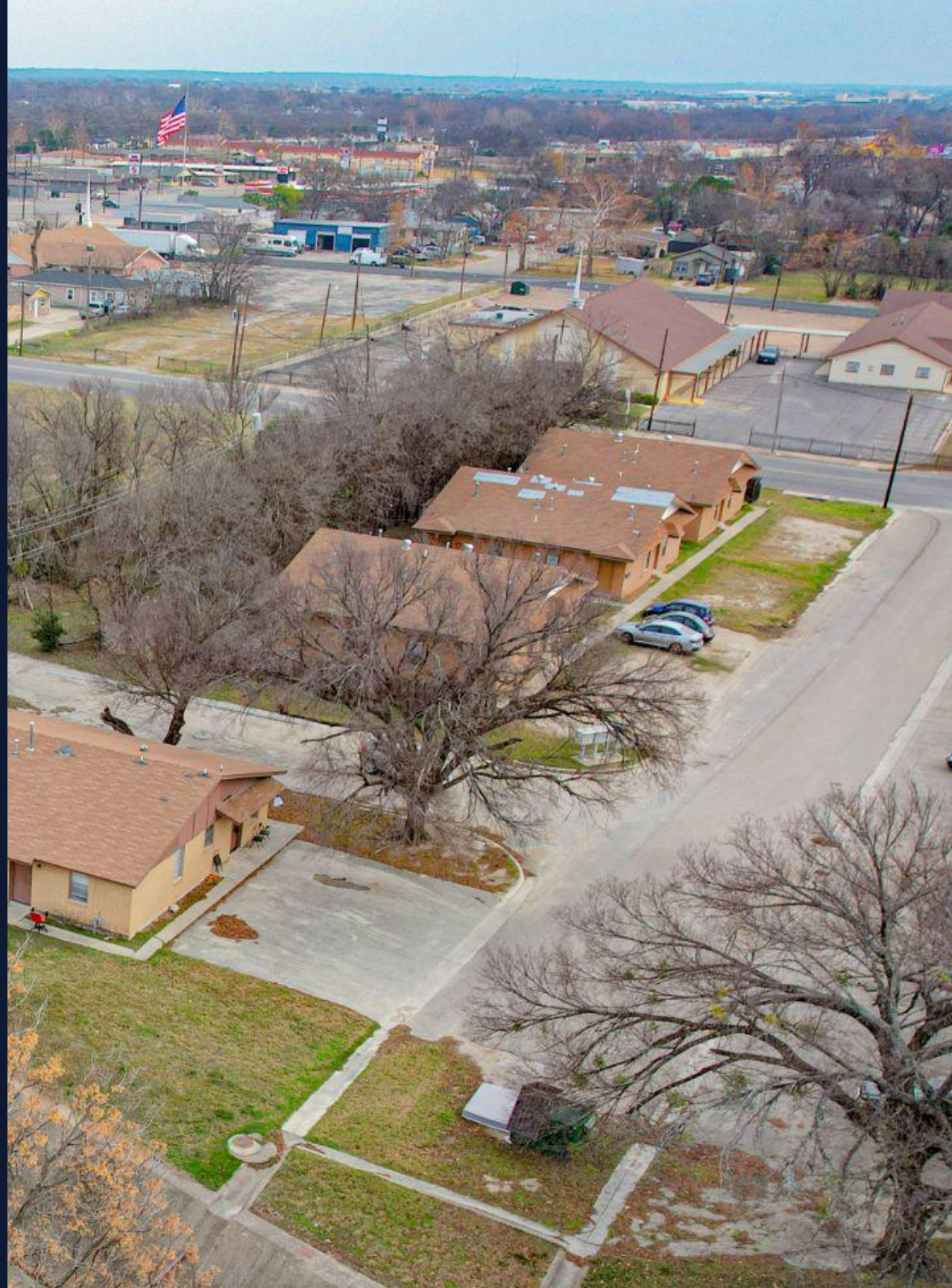
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**MATTHEWS**™



# PROPERTY OVERVIEW

219,221,223 Hold St  
Killeen, TX 76541



# EXECUTIVE SUMMARY

**219,221,223 Hold St**  
Killeen, TX 76541

**12**  
Total Units

**±4,990 SF**  
Building Size

**±416 SF**  
Per Unit

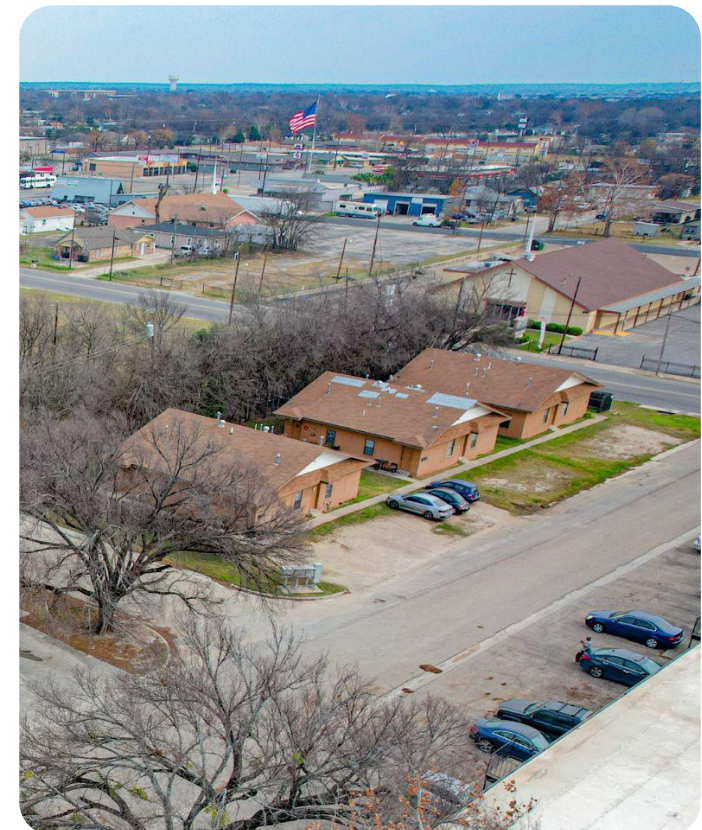
## The Opportunity

Matthews™ is pleased to present a value-add multifamily opportunity located at **219, 221, and 223 Hold St, Killeen, TX 76541**. The property consists of a 93-unit community offered at an asking price of \$600,000, reflecting a 9.95% in-place cap rate and a 7.88% pro forma cap rate with light updates. The asset benefits from a centralized layout, allowing for efficient management and maintenance operations, and is conveniently positioned near major transportation corridors with access to the broader Killeen–Fort Cavazos metropolitan area.

The property features well-maintained 1960s and 1970s vintage construction, originally built between 1965 and 1978, and is currently operating at approximately 100% occupancy. Units average approximately **416 SF**. Since acquiring the asset in 2022, current ownership has not implemented renovations, leaving all units in classic condition. Only four units currently offer washer and dryer connections, presenting a clear opportunity for interior upgrades and amenity enhancements.

Killeen's economic foundation is anchored by Fort Hood (formerly Fort Cavazos), one of the largest military installations in the United States and a primary driver of regional housing demand. The base supports a large population of active-duty personnel, civilian employees, and contractors, providing consistent rental demand. The median home price in Killeen is approximately \$220,000, reinforcing the continued need for affordable rental housing options.

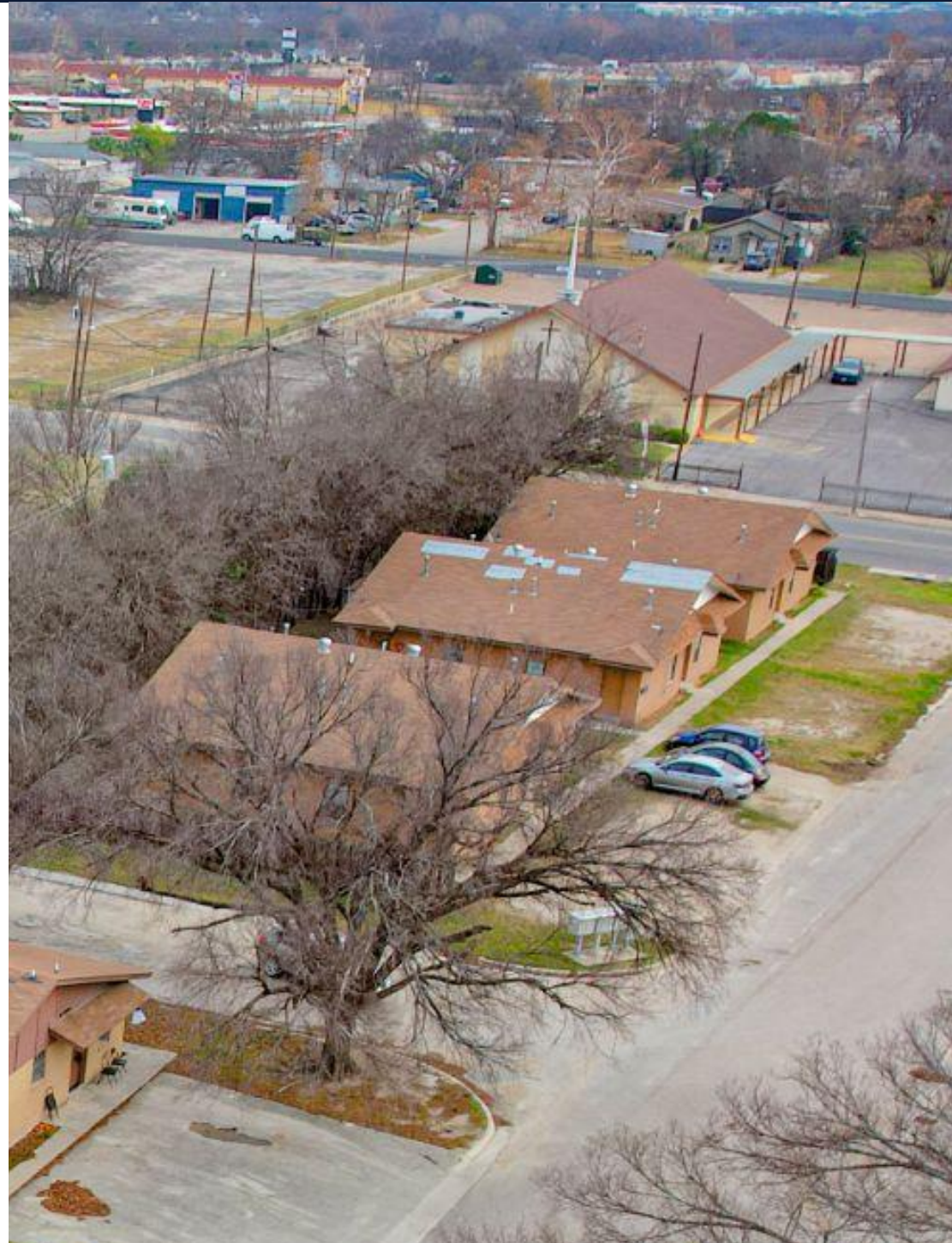
Investors are presented with multiple value-add strategies, including implementing professional management, reducing repair and maintenance expenses, introducing water bill-back programs, and increasing rents by approximately 10% without renovations or up to 20% with light interior upgrades. These opportunities position the asset to enhance cash flow and unlock long-term value.



# INVESTMENT HIGHLIGHTS

## Property Highlights

- Significant value-add opportunity with potential to increase rents by 10%+ through strategic renovations and operational enhancements, and 20% with light unit renovations.
- Desirable unit mix consisting of one bed one bathroom catering to a broad tenant demographic.
- Located in Killeen, home to Fort Hood (formerly Fort Cavazos), one of the largest U.S. military installations—providing a stable and consistent tenant base driven by active-duty military personnel.
- Killeen benefits from strong in-migration trends supported by its relative housing affordability compared to major Texas metros.
- Offered at an attractive cost basis, presenting upside potential for long-term value appreciation.
- Market supported by solid local demographics, including a median household income of approximately \$60,000.



**Venable Village Elementary School**  
±684 Students

±4 Miles Away  
**Fort Hood**  
Largest Active Duty Base  
±50K Employees  
±100K Dependents

**Killeen Elementary School**  
±1,088 Students

**219,221,223 Hold St**

**Killeen High School**  
±2,166 Students

**The Forum**  
±570 Units

**Killeen Community Center**  
Park



±20,579 VPD

**Killeen Spray Park**  
Water Park

**Pershing Park Elementary**  
±503 Students

**Clifton Park Elementary**  
±990 Students

**Killeen Mall**  
JCPenney Bath & Body Works  
Dillard's SHOE DEPT. ENCORE  
Burlington

**Gateway High School**  
±350 Students

**Palo Alto Middle School**  
±772 Students



**Skylark Field Airport**  
±4 Miles Away



±64,169 VPD



**Ira Cross Junior Elementary**  
±647 Students

Google Earth



# FINANCIAL OVERVIEW

219,221,223 Hold St  
Killeen, TX 76541



# FINANCIAL SUMMARY

**\$600,000**

List Price

**\$50,000**

Price Per Unit

**\$120.24**

Price Per SF

**9.95%**

Cap Rate

**7.01**

GRM

## Unit Mix

Unit Mix	Unit Mix %	Avg. SF	Current Avg. Rent PSF	Current Avg. Rent	Market Avg. Rent	Market Rent PSF	Current Max Rent	Post-Reno Rents	Post-Reno Rents PSF	Total Current Monthly Rent	Market Monthly Rent
1+1	100%	416	\$1.37	\$572	\$650	\$1.56	\$650	\$700	\$1.68	\$6,860	\$7,800
<b>Average</b>		<b>416</b>	<b>\$1.38</b>	<b>\$572</b>	<b>\$650</b>	<b>\$1.56</b>	<b>\$572</b>	<b>\$700</b>	<b>\$700</b>	<b>\$6,860</b>	<b>\$7,800</b>
<b>Total</b>		<b>4,990</b>	<b>\$16.50</b>	<b>\$6,860</b>	<b>\$7,800</b>	<b>\$18.76</b>	<b>\$894</b>	<b>\$700</b>	<b>\$8,400</b>	<b>\$82,320</b>	<b>\$93,600</b>

# CASH FLOW

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Income</b>										
Gross Potential Rent	\$93,600	\$96,408	\$106,407	\$109,599	\$112,887	\$116,274	\$119,762	\$123,355	\$127,056	\$130,867
Renovation Income	\$3,600	\$6,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loss/Gain to Lease	(\$4,680)	(\$4,820)	(\$5,320)	(\$5,480)	(\$5,644)	(\$5,814)	(\$5,988)	(\$6,168)	(\$6,353)	(\$6,543)
Expense/Utility Reimbursement	\$2,331	\$2,389	\$2,449	\$2,510	\$2,573	\$2,637	\$2,703	\$2,770	\$2,840	\$2,911
Other Income	\$602	\$614	\$627	\$639	\$652	\$665	\$678	\$692	\$706	\$720
Gross Potential Income	\$95,453	\$101,491	\$104,162	\$107,269	\$110,468	\$113,762	\$117,155	\$120,650	\$124,248	\$127,955
Less Vacancy	(\$4,860)	(\$4,820)	(\$5,320)	(\$5,480)	(\$5,644)	(\$5,814)	(\$5,988)	(\$6,168)	(\$6,353)	(\$6,543)
Less Concessions	(\$486)	(\$482)	(\$532)	(\$548)	(\$564)	(\$581)	(\$599)	(\$617)	(\$635)	(\$654)
Less Change in Delinquency	(\$486)	(\$482)	(\$532)	(\$548)	(\$564)	(\$581)	(\$599)	(\$617)	(\$635)	(\$654)
Effective Gross Income	\$89,621	\$95,706	\$97,778	\$100,693	\$103,694	\$106,786	\$109,970	\$113,248	\$116,625	\$120,103
<b>Expenses</b>										
Property Management Fee	\$7,170	\$7,657	\$7,822	\$8,055	\$8,296	\$8,543	\$8,798	\$9,060	\$9,330	\$9,608
Real Estate Taxes	\$10,800	\$11,070	\$11,347	\$11,630	\$11,921	\$12,219	\$12,525	\$12,838	\$13,159	\$13,488
Insurance	\$5,400	\$5,535	\$5,673	\$5,815	\$5,961	\$6,110	\$6,262	\$6,419	\$6,579	\$6,744
General and Administrative	\$600	\$615	\$630	\$646	\$662	\$679	\$696	\$713	\$731	\$749
Landscaping/Grounds	\$1,200	\$1,230	\$1,261	\$1,292	\$1,325	\$1,358	\$1,392	\$1,426	\$1,462	\$1,499
Contract Services	\$4,800	\$4,920	\$5,043	\$5,169	\$5,298	\$5,431	\$5,567	\$5,706	\$5,848	\$5,995
Repairs & Maintenance	\$6,000	\$6,150	\$6,304	\$6,461	\$6,623	\$6,788	\$6,958	\$7,132	\$7,310	\$7,493
Water/Sewer	\$2,742	\$2,811	\$2,881	\$2,953	\$3,027	\$3,102	\$3,180	\$3,259	\$3,341	\$3,424
Marketing/Advertising	\$1,200	\$1,230	\$1,261	\$1,292	\$1,325	\$1,358	\$1,392	\$1,426	\$1,462	\$1,499
Reserves	\$2,400	\$2,460	\$2,522	\$2,585	\$2,649	\$2,715	\$2,783	\$2,853	\$2,924	\$2,997
Total Expenses	\$42,312	\$43,677	\$44,743	\$45,899	\$47,086	\$48,303	\$49,551	\$50,833	\$52,147	\$53,496
Net Operating Income	\$47,309	\$52,029	\$53,035	\$54,793	\$56,609	\$58,483	\$60,418	\$62,416	\$64,478	\$66,607
Net Cash Flow After DS	\$47,309	\$52,029	\$53,035	\$54,793	\$56,609	\$58,483	\$60,418	\$62,416	\$64,478	\$66,607

# FINANCIAL SUMMARY

## Annual Operating Summary

		T-12	Per Unit	Year 1 Adjusted	Per Unit	Year 3 Stabilized	Per Unit
Gross Potential Rent	<b>Pro Forma Estimates</b>	\$81,265		\$93,600	Market Rent	\$106,407	29% Upside
Renovation Income		\$0	0.00%	\$3,600	\$0	\$0	0.00%
Less Vacancy	-5.0%	\$0	0.00%	-\$4,860	-5.0%	-\$5,320	-5.0%
Loss/Gain to Lease	Actual	\$0	0.00%	-\$4,680	-5.0%	-\$5,320	-5.0%
Less Concessions	-0.50%	\$0	0.00%	-\$486	-0.5%	-\$532	-0.5%
Less Change in Delinquency	-0.50%	\$2,428	2.99%	-\$486	-0.5%	-\$532	-0.5%
Expense/Utility Reimbursement	85% Collected	\$4,355	\$363	\$2,331	\$194	\$2,449	\$204
Other Income	2% Over Actual	\$591	\$49	\$602	\$50	\$627	\$52
<b>Gross Operating Income</b>		<b>\$88,638</b>		<b>\$89,621</b>		<b>\$97,778</b>	
<b>Expenses</b>		<b>\$28,948</b>	<b>32.7%</b>	<b>\$42,312</b>	<b>44.78%</b>	<b>\$44,743</b>	<b>43.40%</b>
<b>Net Operating Income</b>		<b>\$59,690</b>	<b>\$4,974</b>	<b>\$47,309</b>	<b>\$3,942</b>	<b>\$53,035</b>	<b>\$4,420</b>
Pre-Tax Cash Flow		\$59,690	9.9%	\$47,309	7.88%	\$53,035	8.84%
Total Return Before Taxes		\$59,690	9.95%	\$47,309	7.88%	\$53,035	8.84%

## Pro Forma Annual Operating Expenses

	Pro Forma Estimates	% of Current SGI	T-12	Per Unit	Year 1 Adjusted	Per Unit	Year 3 Stabilized	Per Unit	% of SGI
Real Estate Taxes	Total	7.94%	\$6,456	\$538	\$10,800	\$900	\$11,347	\$946	10.7%
Property Management Fee	8.0% GOI	8.36%	\$6,791	\$566	\$7,170	\$597	\$7,822	\$652	7.4%
Insurance	\$450 Per Unit	5.09%	\$4,140	\$345	\$5,400	\$450	\$5,673	\$473	5.3%
General and Administrative	\$50 Per Unit	0.00%	\$0	\$0	\$600	\$50	\$630	\$53	0.6%
Contract Services	\$400 Per Unit	6.15%	\$5,000	\$417	\$4,800	\$400	\$5,043	\$420	4.7%
Landscaping/Grounds	\$100 Per Unit	0.86%	\$700	\$58	\$1,200	\$100	\$1,261	\$105	1.2%
Repairs & Maintenance	\$500 Per Unit	3.90%	\$3,173	\$264	\$6,000	\$500	\$6,304	\$525	5.9%
Water/Sewer	2% Over Actual	3.31%	\$2,688	\$224	\$2,742	\$228	\$2,881	\$240	2.7%
Marketing/Advertising	\$100 Per Unit	0.00%	\$0	\$0	\$1,200	\$100	\$1,261	\$105	1.2%
Reserves	\$200 Per Unit	0.00%	\$0	\$0	\$2,400	\$200	\$2,522	\$210	2.4%
<b>Total Expenses</b>		<b>32.66%</b>	<b>\$28,948</b>	<b>\$2,412</b>	<b>\$42,312</b>	<b>\$3,526</b>	<b>\$44,743</b>	<b>\$3,729</b>	<b>42.0%</b>
			Current	Per Unit	% of SGI				
Non-Controllable Expenses Taxes, Ins., Reserves			\$11,295	\$941	12.1%				
Total Expense without Taxes & Reserves			\$22,492	\$1,874	24.03%				

# Market Overview

219,221,223 Hold St  
Killeen, TX 76541

# KILLEEN, TX

An aerial photograph of Killeen, Texas, taken during the golden hour of sunset. The sky is a mix of orange, yellow, and light blue. The city below is densely packed with various commercial and residential buildings, many with flat roofs. A large, open green field is visible in the middle ground. The overall scene captures the urban landscape of Killeen from a high-angle perspective.

# KILLEEN, TX

## Market Demographics



**160,616**  
Total Population

**\$58,339**  
Median HH Income

**59,824**  
# of Households

**60,328**  
Employed Population

**30.0**  
Median Age

**\$746.5M**  
Consumer Spending

### Local Market Overview

Killeen is a Central Texas community shaped by sustained in-migration, regional connectivity, and a stable economic base. Positioned along key transportation corridors and within reach of major employment centers in the Texas Triangle, the city benefits from accessibility while maintaining a more attainable cost structure than larger metros. Residential growth has followed expanding infrastructure and retail development, reinforcing Killeen's role as a practical and well-located housing market for a broad range of residents. Ongoing public and private investment continues to support neighborhood development, commercial services, and quality-of-life amenities.

The local economy is anchored by a large federal military installation, which provides long-term employment stability and supports demand across housing, retail, healthcare, and service sectors. This institutional presence, combined with expanding healthcare and education assets, contributes to consistent economic activity and resilience across cycles. Killeen's workforce depth and diversified consumer base have encouraged continued interest from investors and developers seeking exposure to Central Texas growth without direct dependence on major urban cores. The city's combination of scale, stability, and strategic location positions it as an increasingly relevant market within the broader regional landscape.

### Property Demographics

Population	3-Mile	5-Mile	10-Mile
Current Year Estimate	88,056	180,146	237,491
Households	3-Mile	5-Mile	10-Mile
Current Year Estimate	35,611	65,977	83,679
Income	3-Mile	5-Mile	10-Mile
Average Household Income	\$76,442	\$87,024	\$92,394

# LOCAL ECONOMY & DEMAND DRIVERS

## Local Economy

Killeen, TX serves as a regional employment hub in Central Texas, with economic activity driven by Fort Cavazos, healthcare, education, and retail services. The area maintains a sizable civilian workforce alongside a military presence, contributing to consistent household formation and housing turnover.

Median household incomes remain below statewide averages, reinforcing renter preferences while supporting demand for value-oriented housing options. Proximity to Austin and Waco expands employment access without the cost structure of larger metros.

From a multifamily perspective, these conditions support occupancy levels fueled by workforce renters and military households. Communities offering efficient layouts, competitive pricing, and access to major corridors are positioned to capture demand as new supply remains limited.



## Local Demand Drivers

Killeen, TX benefits from several localized demand drivers tied to Fort Hood, one of the largest military installations in the world, which supports steady housing demand from service members, civilian employees, and contractors. The base generates consistent turnover and short- to mid-term housing needs throughout the year.

Beyond the military presence, Killeen offers access to regional healthcare facilities, Central Texas College, and Texas A&M University—Central Texas, all of which contribute to student and workforce housing demand. Retail corridors along US-190 and proximity to Belton Lake further enhance the area's livability.

Together, these attractions support sustained rental demand, particularly for multifamily properties located near employment centers, educational institutions, and major transportation routes.



# FORT HOOD ARMY INSTALLATION



1,000+  
ANNUAL TRANSFERS

100,000+  
SOLDIERS & FAMILY

128B+  
ECONOMIC IMPACT

70%  
HOUSING DEMAND

## Economic Impact

Fort Hood serves as a primary economic engine in Central Texas, with regional activity generated through military operations, civilian employment, contracting, and support services. The installation sustains a large active-duty population alongside civilians, contributing to steady population turnover and consistent housing demand.

Economic output tied to the base supports wages below statewide averages, reinforcing renter demand while sustaining interest in value-oriented housing options. Proximity to Austin and Waco broadens employment access without metro costs.

From a multifamily perspective, this foundation supports occupancy levels driven by civilian employees and military households. Properties offering efficient layouts, competitive pricing, and access to regional corridors are positioned to capture demand as new supply remains limited.

## ±4 Miles From Subject Property



# HIGHER EDUCATION



**113+**  
Academic Programs

**10,000**  
Total Enrollment

**\$4,890**  
Avg In-State  
Tuition

**1,229+**  
Employees

## Academic Profile

Central Texas College is organized into multiple academic divisions and provides a range of programs, including associate degrees, certificates, workforce credentials, and transfer pathways, totaling over 113 distinct offerings across technical and academic disciplines.

## Enrollment & Demographics

With 10,000 students enrolled annually, Central Texas College serves as one of the largest community colleges in Texas.

## Regional & National Draw

As an open-access community college, Central Texas College attracts a diverse student population, serving local residents, military-connected learners, and transfer-seeking students across multiple campuses in Killeen and surrounding Central Texas communities.

## Community & Economic Impact

CTC's mission and programmatic reach support the regional economy—through workforce training, military partnerships, continuing education, student services, and strong community connections.

## Why CTC Matters to Investors

- Consistent enrollment driver: Thousands of students generate steady demand for housing, services, and retail.
- Workforce pipeline: Career-focused programs in healthcare, trades, business, and technology supply skilled talent to employers.
- Institutional stability & infrastructure: Ongoing campus investment and program expansion reinforce the college's role as an educational anchor.
- Community anchor: As a key educational institution, CTC supports local employers, military families, and sustained economic activity across Killeen.

## Key Takeaways

- Large community presence: Serves roughly 10,000 students each year.
- Broad program mix: Offers over 113 associate degrees, certificates, and workforce pathways collegewide.
- Affordable access: Community college tuition supports cost-conscious students.
- Strong military connection: Extensive services for Fort Hood-affiliated students enhance enrollment stability and regional demand.

# HIGHER EDUCATION



**58+**

Academic Programs

**2,000+**

Total Enrollment

**\$6,593**

Avg In-State  
Tuition

**300+**

Employees

## Academic Profile

Texas A&M University—Central Texas is organized into academic colleges and offers a range of programs, including bachelor's degrees, master's degrees, graduate certificates, and professional pathways, totaling over 58 distinct offerings across undergraduate and graduate disciplines.

## Enrollment & Demographics

With 2,000 students enrolled in Fall 2024, Texas A&M University—Central Texas serves a focused upper-division and graduate student population in Central Texas.

## Regional & National Draw

As a regional upper-division institution, Texas A&M University—Central Texas attracts a diverse student population, serving transfer students, military-connected learners, and graduate students primarily on its Killeen campus within the Central Texas region.

## Community & Economic Impact

TAMUCT's academic mission support the regional economy—through degree completion pathways, military partnerships, workforce advancement, professional education, and sustained engagement with local employers.

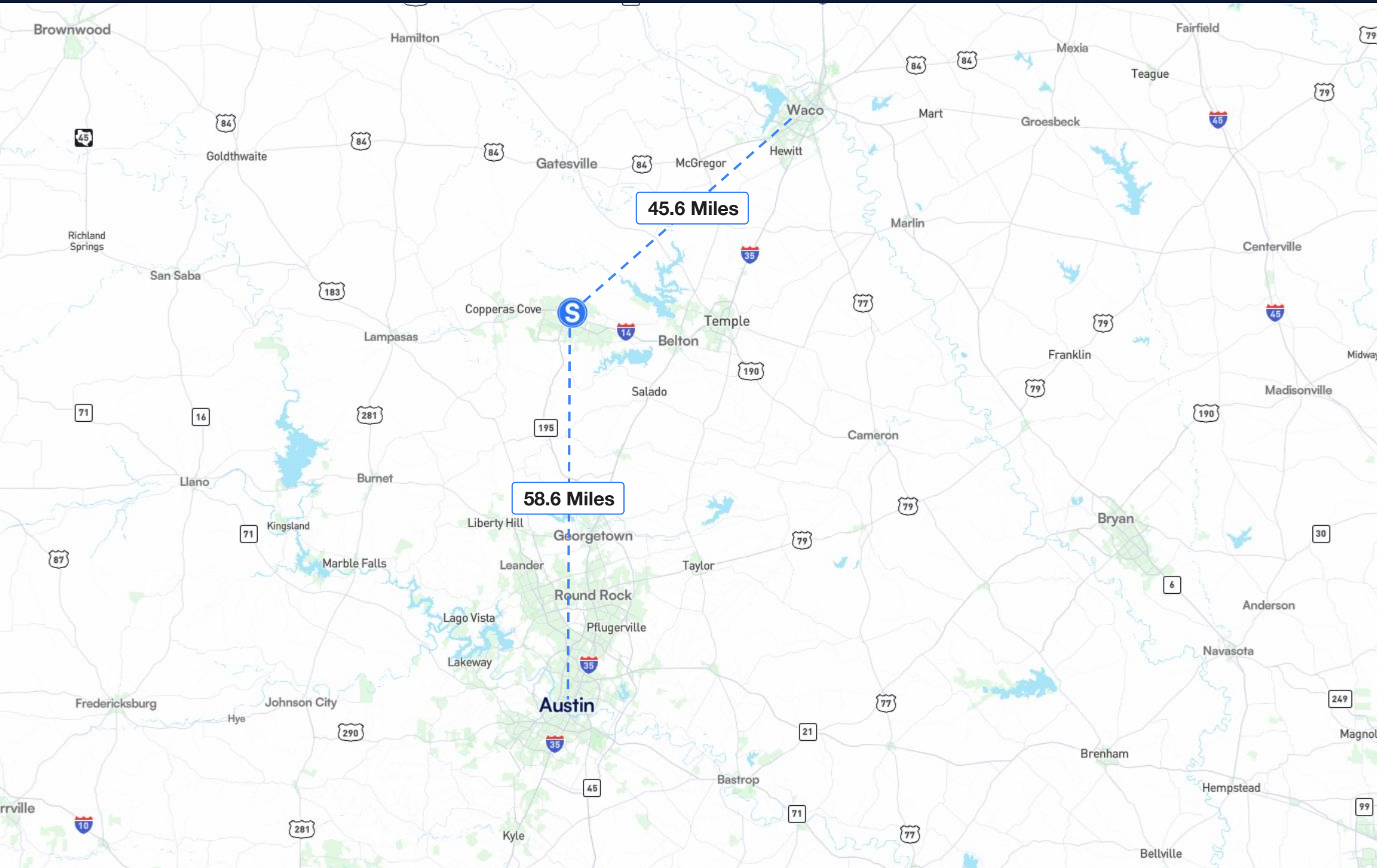
## Why CTC Matters to Investors

- Consistent enrollment driver: A steady student population generates ongoing demand for housing, services, and retail.
- Workforce pipeline: Programs in education, business, healthcare administration, and public service supply skilled professionals to employers.
- Institutional stability & infrastructure: Continued campus development and program growth reinforce the university's role as an educational anchor.
- Community anchor: As a public university, TAMUCT supports workforce mobility, military families, and long-term economic activity across Killeen.

## Key Takeaways

- Focused university presence: Serves approximately 2,403 students annually.
- Targeted academic offerings: Provides bachelor's, master's, and certificate programs designed for degree completion.
- Cost-conscious pricing: Competitive public university tuition supports accessibility for transfer students.
- Strong military connection: Dedicated services for Fort Cavazos-affiliated students strengthen enrollment stability and regional demand.

# REGIONAL MAP



# MATTHEWS™

## EXCLUSIVELY LISTED BY



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## 219, 221, 223 Hold St | Killeen, TX 76541

This Offering Memorandum contains select information pertaining to the business and affairs of the property owner and its tenant for real property located at 219, 221, 223 Hold St, Killeen, TX, 76541-7150 ("Property"). The Offering Memorandum may not be all-inclusive or contain all of the information a prospective purchaser may desire. The information contained in this Offering Memorandum is confidential and furnished solely for the purpose of a review by a prospective purchaser of the Property. It is not to be used for any other purpose or made available to any other person without the written consent of Seller or Matthews™. The material and information in the Offering Memorandum is unverified. Matthews™. has not made any investigation, and makes no warranty or representation, with respect to square footage, income and expenses, the future financial performance of the property, future rent, and real estate value market conditions, the condition or financial prospects of any tenant, or the tenants' plans or intentions to continue to occupy space at the property. All prospective purchasers should conduct their own thorough due diligence investigation of each of these areas with the assistance of their accounting, construction, and legal professionals, and seek expert opinions regarding volatile market conditions given the unpredictable changes resulting from the continuing COVID-19 pandemic. The information is based in part upon information supplied by the Owner and in part upon financial information obtained from sources the Owner deems reliable. Neither owner, nor their officers, employees, or real estate agents make any representation or warranty, express or implied, as to the accuracy or completeness of this Offering Memorandum, or any of its content, and no legal liability is assumed or shall be implied with respect thereto. Prospective purchasers should make their own projections and form their own conclusions without reliance upon the material contained herein.

By acknowledging your receipt of this Offering Memorandum for the Property, you agree:

1. The Offering Memorandum and its contents are confidential;
2. You will hold it and treat it in the strictest of confidence; and
3. You will not, directly or indirectly, disclose or permit anyone else to disclose this Offering Memorandum or its contents in any fashion or manner.

Matthews Real Estate Investment Service™. is not affiliated with, sponsored by, or endorsed by any commercial tenant or lessee in the Offering Memorandum. The presence of any entity's name or logo, including any commercial tenant's name or logo, is informational only and does not indicate or suggest any affiliation and/or endorsement of Matthews™., the property, or the seller by such entity.

Owner and Matthews™. expressly reserve the right, at their sole discretion, to reject any and all expressions of interest or offers to purchase the Property and to terminate discussions with any person or entity reviewing this Offering Memorandum or making an offer to purchase the Property unless and until a written agreement for the purchase and sale of the Property has been fully executed and delivered.

If you wish not to pursue negotiations leading to the acquisition of the Property or in the future you discontinue such negotiations, then you agree to purge all materials relating to this Property including this Offering Memorandum.

A prospective purchaser's sole and exclusive rights with respect to this prospective transaction, the Property, or information provided herein or in connection with the sale of the Property shall be limited to those expressly provided in an executed Purchase Agreement and shall be subject to the terms thereof. In no event shall a prospective purchaser have any other claims against Owner or Matthews™. or any of their affiliates or any of their respective officers, directors, shareholders, owners, employees, or agents for any damages, liability, or causes of action relating to this solicitation process or the marketing or sale of the Property.

This Offering Memorandum shall not be deemed to represent the state of affairs of the Property or constitute an indication that there has been no change in the state of affairs of the Property since the date of this Offering Memorandum.

Net Lease Disclaimer – There are many different types of leases, including gross, net, single net ("N"), double net ("NN"), and triple net ("NNN") leases. The distinctions between different types of leases or within the same type of leases, such as "Bondable NNN," "Absolute NNN," "True NNN," or other NNN leases, are not always clear. Labels given to different leases may mean different things to different people and are not defined legal terms. Buyers cannot rely on the labels or marketing descriptions given to any lease when making their purchasing decisions. Buyers must closely review all lease terms and are advised to seek legal counsel to determine the landlord and tenant's respective rights and duties under the lease to ensure the lease, regardless of how labeled or described, meets the buyers' particular needs.



# Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

11-2-2015



### TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

### A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

### A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - o that the owner will accept a price less than the written asking price;
  - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

### TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

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Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Sales Agent/Associate's Name	License No.	Email	Phone

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date