

**MATTHEWS™**

**Multifamily  
Investment Opportunity**  
Offering Memorandum



# THE CARLISLE

9898 Forum Park Dr | Houston, TX 77036

Class B Multifamily Investment

Multifamily Investment  
Opportunity  
Offering Memorandum

# THE CARLISLE

9898 Forum Park Dr | Houston, TX 77036

EXCLUSIVELY LISTED BY



**Luke Matthews**  
Associate

(281) 809-4006

luke.matthews@matthews.com  
License No. 796664 (TX)



**Nathan Shields**  
Associate

(505) 321-3582

nathan.shields@matthews.com  
License No. 826248 (TX)

**Patrick Graham**  
Broker of Record  
Broker Lic. No. 528005 (TX)  
Firm Lic. No. 9005919 (TX)

# MATTHEWS™

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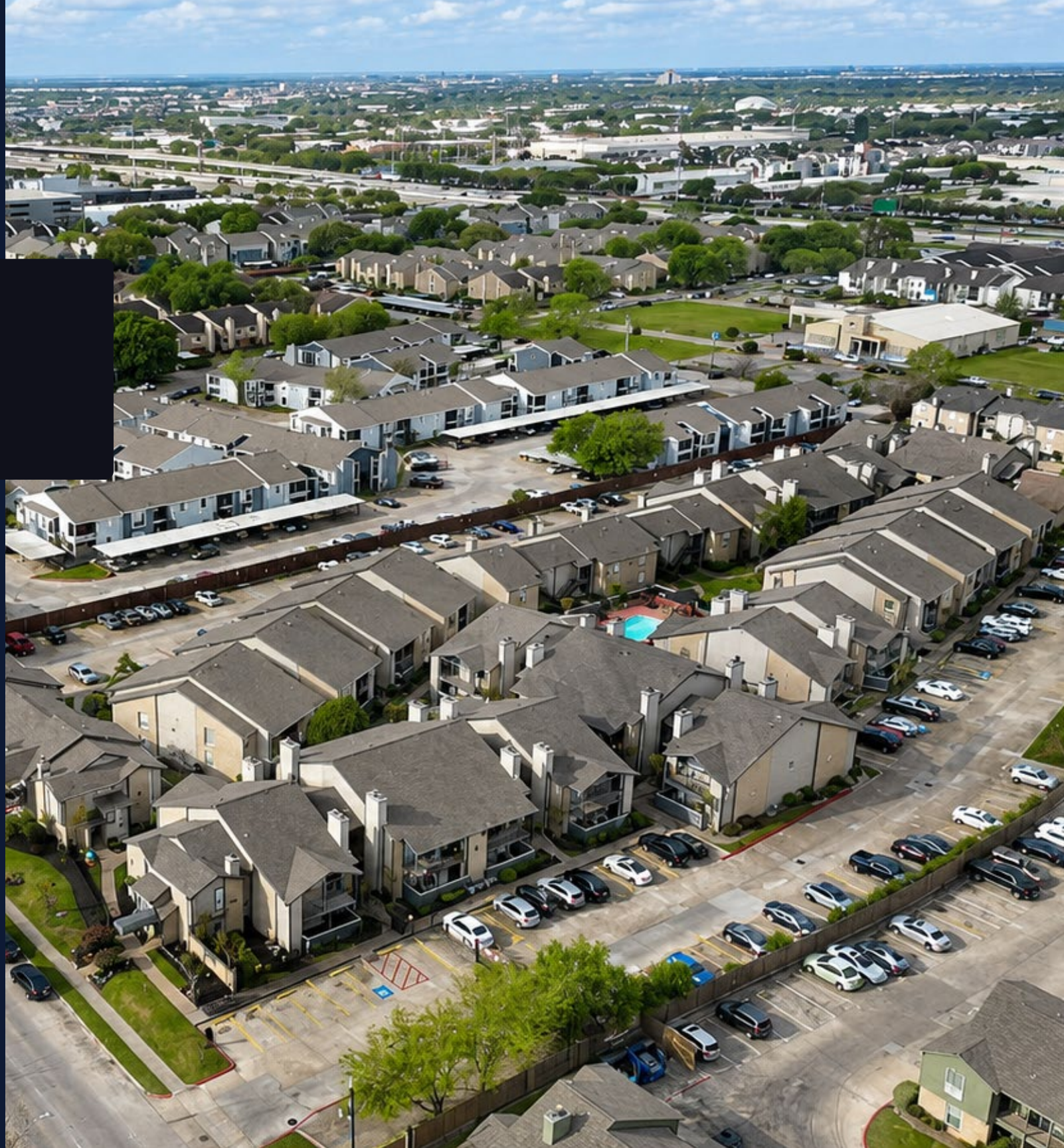
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The Carlisle

INVESTMENT  
SUMMARY





## THE CARLISLE PROPERTY DETAILS

### Property Overview

Address 9898 Forum Park Dr, Houston, TX 77036

County Harris

Total Units 124

Year Built 1981

Net Rentable SF ± 117,940

Number of Buildings 10

Number of Floors 2



# INVESTMENT HIGHLIGHTS

## Property Highlights

### Spacious Floor Plans

Offering one- and two-bedroom units ranging from **750** to **1,300** square feet, providing ample living space for residents.

### On-Site Services

Residents benefit from an on-site leasing office, as well as **24-hour emergency maintenance**.

### Modern Interior Features

Units include private patios, oversized closets, **washer/dryer connections**, laminate flooring, and **granite countertops**, enhancing comfort and convenience.

**1981**  
Construction

**124**  
Total Units

**±951**  
Avg. Unit SF

**±117,940**  
Total Rentable SF

**96%**  
Occupancy

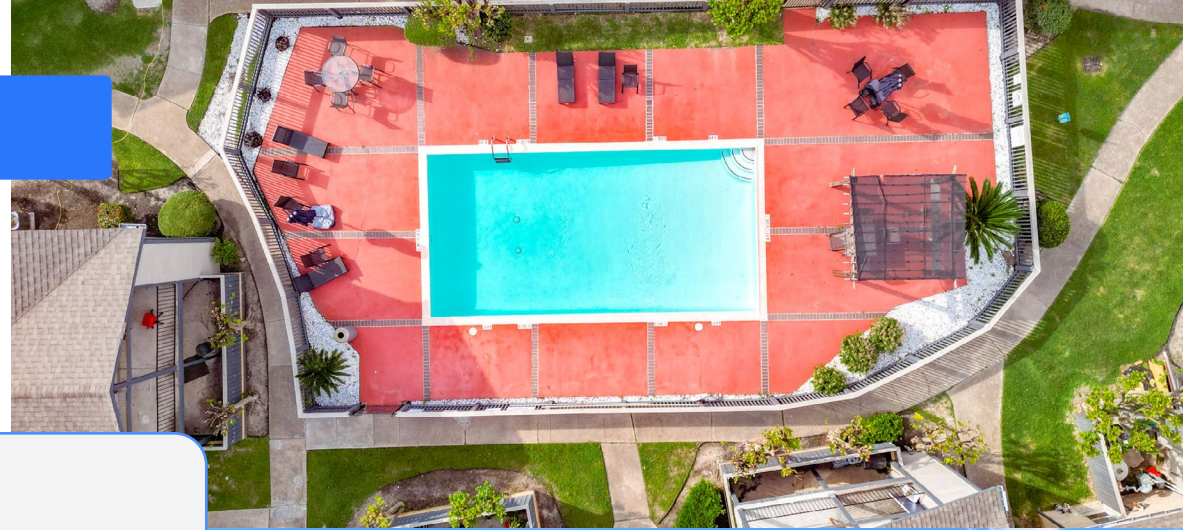
**±5.01**  
Acres (HCAD)

### Strong Accessibility

Conveniently situated near **Highway 59** and the **Westpark Tollway**, with easy access to The Galleria and Downtown Houston, offering a blend of suburban tranquility and urban accessibility.

### Nearby Employment

Major employment centers for residents of the local area include **Houston Baptist University**, **Memorial Southwest Hospital**, and **Westwood Atrium**.





## IN-UNIT AMENITIES

Granite Countertops

Walk-In Closet

Fenced Patio/Balcony

Fireplace

Laminate Flooring

Built-In Bookshelves

Washer/Dryer Connections

## PROPERTY AMENITIES

Pool

Courtyard Seating

Laundry Room

Gated Community

Well-Maintained Landscaping

Storage Units

# INTERIOR UNIT & COMMUNITY FEATURES



# PROPERTY INFORMATION

## Zoned Schools

School District	Alief ISD
Elementary School (K-4)	Best Elementary School
Intermediate School (5-6)	Klentzman Intermediate School
Middle School (7-8)	Olle Middle School
High School (9-12)	Hastings High School

## Utilities

Electricity (CenterPoint)	Tenant
Water & Sewer (City of Houston)	Owner (RUBS)
Gas (CenterPoint)	Owner
Trash (FCC)	Owner
Cable/Internet (Fiber)	Tenant

Monthly water cost is billed back to tenants (60% tenant/40% owner).  
Reimbursements are calculated based on unit square footage and number of occupants.

## Fees & Deposits

Application Fee	\$45
Security Deposit	\$250
Pet Rent	\$25
Pet Deposit	\$500
Pest Control Fee	\$3
Reserved Parking	\$25
Gate Remote	\$25
Storage Units (18)	\$25-\$85

## Personnel

Manager	1
Assistant Manager	1
Maintenance Staff	3
Courtesy Officer	1

## Parking

Parking Surface	Concrete
Total Parking Spaces	217
Handicap Spaces	14
Parking Ratio	1.75 Spaces/Unit

## Mechanical

Electrical Wiring	Copper
Plumbing	Galvanized
HVAC	Central, Individual Units
Hot Water	One Gas Boiler
Boiler Age	2014
Breaker Boxes	Individually Metered
Fire Safety	Smoke Detectors
In-Unit Fireplace	Wood Burning, No Gas

## Construction

Roof	Pitched
Roof Replaced	2016
Exterior	Hardie Plank, Brick
Siding Replaced	2016
Foundation	Concrete Slab
Framing	Wood
Type	Garden

# ASSUMABLE DEBT OPTION

## Loan Summary

Loan Type	Freddie Mac
I/O Payments	Until 12/1/2030
Remaining Term	Until 12/1/2040
Interest Rate:	3.19%
Principle Balance:	\$5,000,000
Amortization Period:	30 Years

## Guarantor Requirements

- Borrower would need a minimum net worth equal to the remaining principal balance
- Minimum liquidity of 9-12 months of debt service payments
- Borrow subject to traditional lender underwriting requirements
- A 1.0% assumption fee applies





## Premier Houston Location

Located in the [Westwood submarket](#) of Houston, strategically positioned between [Beltway 8 & I-69](#) - across from [Alief Best Elementary School](#) and [Forum Park](#)



Mailbox  
Laundry

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68

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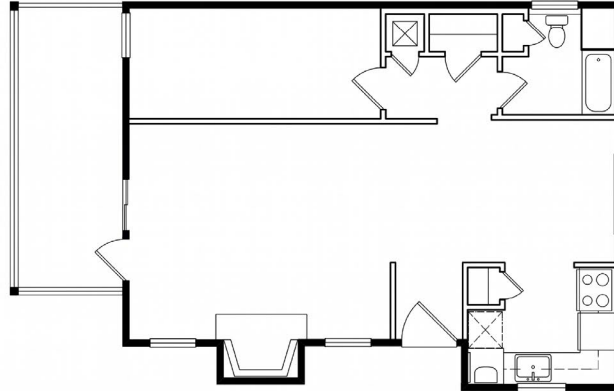
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# FLOOR PLANS

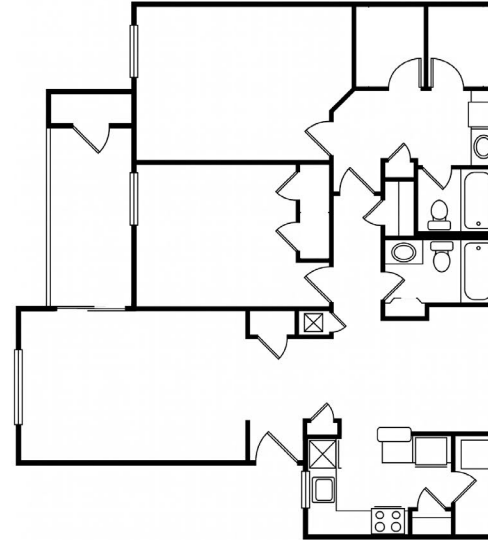
**Floor Plan A**

1 Bedroom  
1 Bathroom  
750 SF



**Floor Plan B**

2 Bedrooms  
2 Bathrooms  
1,145 SF



**Floor Plan C**

2 Bedrooms  
2 Bathrooms  
1,255 SF



**Floor Plan D**

2 Bedroom Townhouse  
2 Bathrooms  
1,300 SF





**Terrace Condominiums**  
±500 Units

8

**Pat Neff Elementary School**  
±727 Students

**Memorial Hermann Southwest Hospital**  
±541 Beds

**ExtraSpace Storage**

**H-E-B**

**Southway Shopping Center**  
**Marshalls** **ROSS**  
DRESS FOR LESS  
**BEST BUY** **five BELOW** **SHOE CARNIVAL**

**HARBOR FREIGHT**  
Quality Tools at Ridiculously Low Prices  
**planet fitness**

**Public Storage**

**Westwood Golf Club**  
Golf Course

**Walgreens**



**Houston Christian University**  
±4,693 Students

**Walmart Supercenter**

±152,024 VPD

**Westwood Atrium**  
Class B office building with dozens of medical, administrative, and professional companies



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**Sharpstown High School**  
±1,314 Students

**Aspen Park Apartments**  
±512 Units

**BraeBurn Country Club**  
Country Club

**Boone Elementary School**  
±554 Students

**Subject Property**

±174,547 VPD

**SALTGRASS** **Olive Garden**  
STEAK HOUSE ITALIAN KITCHEN

**Valley West Elementary School**  
±599 Students

**La Solera Apartments**  
±438 Units

**Alief Best Elementary**  
±900 Students

**SOUTHWEST FARMERS MARKET**  
QUALITY AFRICAN FOOD FOR LESS!  
Since 2004

**KIPP Houston High School**  
±715 Students

**UNITED STATES POSTAL SERVICE**

**Milne Elementary School**  
±506 Students

**HONDA**



**Walmart Neighborhood Market**

**DISCOUNT TIRE**  
**Advance Auto Parts**

Google Earth

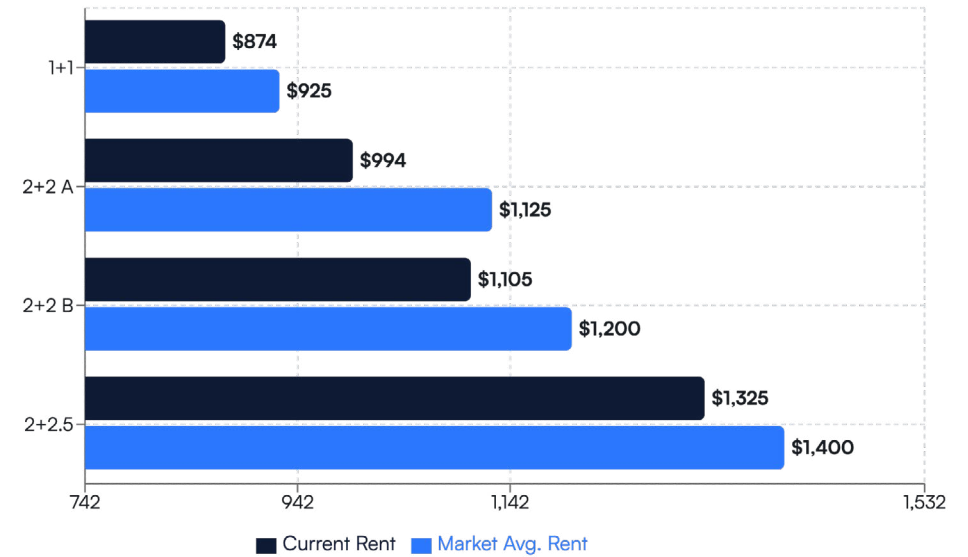
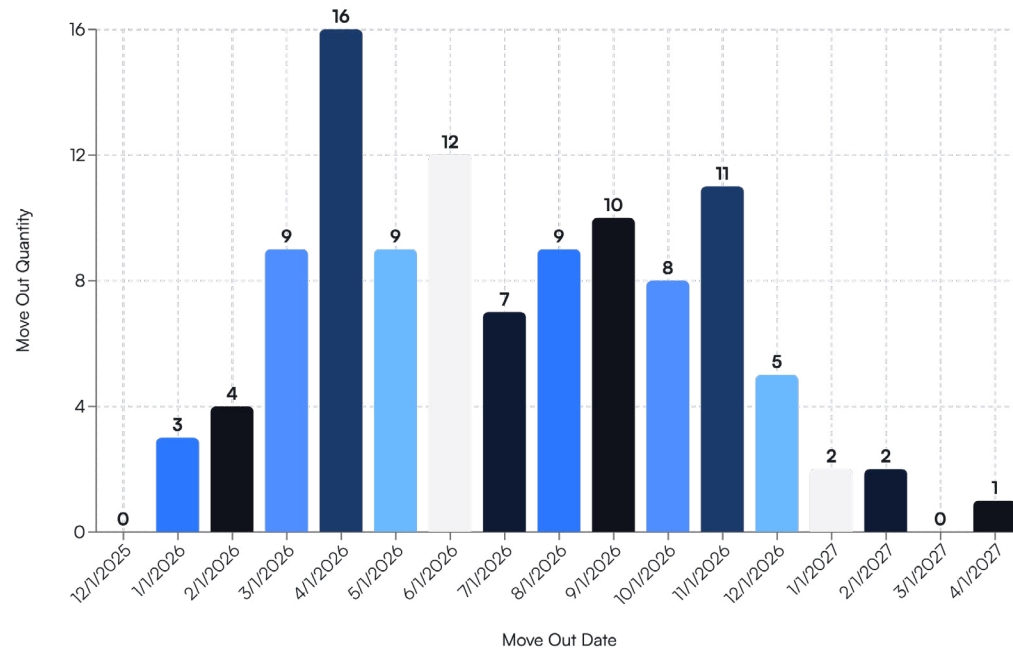
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The Carlisle

**INVESTMENT  
SUMMARY**



# RENT ROLL ANALYSIS









Total Units	Unit Mix	Unit Mix %	Avg. Square Feet	Current Avg. Rent PSF	Market Rent PSF	Current Avg. Rent	Market Avg. Rent	Current Max Rent	Per Month
68	1+1	55%	750	\$1.17	\$1.23	\$874	\$925	\$975	\$62,900
32	2+2 A	26%	1,145	\$0.87	\$0.98	\$994	\$1,125	\$1,100	\$36,000
20	2+2 B	16%	1,255	\$0.88	\$0.96	\$1,105	\$1,200	\$1,200	\$24,000
4	2+2.5	3%	1,300	\$1.02	\$1.08	\$1,325	\$1,400	\$1,400	\$5,600
	<b>Average</b>		<b>951</b>	<b>\$1.04</b>	<b>\$1.12</b>	<b>\$956</b>	<b>\$1,036</b>	<b>\$1,057</b>	<b>\$128,500</b>
<b>124</b>	<b>Total</b>		<b>117,940</b>	<b>\$128.71</b>	<b>\$138.74</b>	<b>\$112,817</b>	<b>\$128,500</b>	<b>\$4,575</b>	<b>\$1,542,000</b>

# ANNUAL OPERATING INCOME


	Pro Forma Estimates	T-12	Per Unit	Year 1 Adjusted	Per Unit	Year 3 Stabilized	Per Unit
Gross Potential Rent		\$1,359,190		\$1,542,000	Market Rent	\$1,635,908	21% Upside
Less Vacancy	-5.0%	\$0	0.00%	-\$77,100	-5.0%	-\$81,795	-5.0%
Loss/Gain to Lease	-3.0%	\$0	0.00%	-\$46,260	-3.0%	-\$32,718	-2.0%
Less Concessions	-2.00%	-\$42,721	-3.14%	-\$30,840	-2.0%	-\$32,718	-2.0%
Less Change in Delinquency	-1.00%	\$0	0.00%	-\$15,420	-1.0%	-\$16,359	-1.0%
Expense/Utility Reimbursement	55% Collected	\$80,030	\$645	\$86,474	\$697	\$90,852	\$733
Other Income	2.0% Over Actual	\$25,732	\$208	\$26,247	\$212	\$27,307	\$220
Pet Fees/Rent	2.0% Over Actual	\$5,510	\$44	\$5,620	\$45	\$5,847	\$47
Late Fees	2.0% Over Actual	\$11,836	\$95	\$12,073	\$97	\$12,561	\$101
<b>Gross Operating Income</b>		<b>\$1,439,576</b>		<b>\$1,502,794</b>		<b>\$1,608,884</b>	
Expenses		<b>\$816,959</b>	<b>56.7%</b>	<b>\$818,298</b>	<b>54.45%</b>	<b>\$869,827</b>	<b>54.06%</b>
<b>Net Operating Income</b>		<b>\$622,617</b>	<b>\$5,021</b>	<b>\$684,497</b>	<b>\$5,520</b>	<b>\$739,058</b>	<b>\$5,960</b>

	Pro Forma Estimates	T-12	Per Unit	Year 1 Proforma	Per Unit	Year 3 Stabilized	Per Unit
Real Estate Taxes	Future Asmt X 26 Rate	\$160,844	\$1,297	\$177,393	\$1,431	\$195,576	\$1,577
Management Fee	3.0% GOI	\$0	\$0	\$45,084	\$364	\$48,267	\$389
Insurance	\$838 Per Unit	\$114,041	\$920	\$103,861	\$838	\$109,119	\$880
Payroll	\$1,000 Per Unit	\$214,256	\$1,728	\$124,000	\$1,000	\$130,278	\$1,051
General and Administrative	\$200 Per Unit	\$28,278	\$228	\$24,800	\$200	\$26,056	\$210
Contract Services	\$150 Per Unit	\$16,635	\$134	\$18,600	\$150	\$19,542	\$158
Landscaping/Grounds	\$150 Per Unit	\$15,920	\$128	\$18,600	\$150	\$19,542	\$158
Turnover	\$250 Per Unit	\$8,598	\$69	\$31,000	\$250	\$32,569	\$263
Repairs & Maintenance	\$400 Per Unit	\$74,147	\$598	\$49,600	\$400	\$52,111	\$420
Electricity	2.0% Over Actual	\$18,170	\$147	\$18,534	\$149	\$19,472	\$157
Water/Sewer	2.0% Over Actual	\$108,417	\$874	\$110,586	\$892	\$116,184	\$937
Trash Removal	2.0% Over Actual	\$20,970	\$169	\$21,390	\$172	\$22,473	\$181
Other Utilities/Fuel/Gas	2.0% Over Actual	\$24,756	\$200	\$25,251	\$204	\$26,529	\$214
Marketing/Advertising	\$100 Per Unit	\$11,927	\$96	\$12,400	\$100	\$13,028	\$105
Reserves	\$300 Per Unit	\$0	\$0	\$37,200	\$300	\$39,083	\$315
<b>Total Expenses</b>		<b>\$897,946</b>	<b>\$7,242</b>	<b>\$856,001</b>	<b>\$6,903</b>	<b>\$909,677</b>	<b>\$7,336</b>
		<b>Current</b>	<b>Per Unit</b>	<b>% of SGI</b>			
Non-Controllable Expenses Taxes, Ins., Reserves		<b>\$369,498</b>	<b>\$2,980</b>	<b>23.98%</b>			
<b>Total Expense without Taxes &amp; Reserves</b>		<b>\$745,101</b>	<b>\$6,009</b>	<b>48.36%</b>			

# ONE BED RENT COMPARABLES

	Name	Address	Zip	Year Built	Units	Floorplan	Avg Unit Size	Rent/Unit	Rent PSF
	The Carlisle	9898 Forum Park Dr	77036	1981	68	1 Bed	750 SF	\$833	\$1.11
	Las Varandas Del Sur	10003 Forum West Dr	77036	1979	78	1 Bed	608 SF	\$888	\$1.46
	Star Villa Ana	10101 W Sam Houston Pkwy	77099	1979	100	1 Bed	655 SF	\$836	\$1.28
	Casa Del Sol	9501 W Sam Houston Pkwy S	77099	1980	33	1 Bed	748 SF	\$1,032	\$1.38
	The Athena	10101 Forum Park Dr	77036	1979	117	1 Bed	670 SF	\$840	\$1.25
	Villa De Cancun	9450 Woodfair Dr	77036	1979	219	1 Bed	677 SF	\$858	\$1.27
	Sanctuary at 9430	9430 Concourse Dr	77036	1979	265	1 Bed	676 SF	\$876	\$1.30
	The Madison	9701 Forum Park Dr	77036	1983	54	1 Bed	803 SF	\$918	\$1.14
	<b>Averages/Totals</b>			<b>1980</b>	<b>866</b>	<b>1 Bed</b>	<b>691 SF</b>	<b>\$893</b>	<b>\$1.30</b>

# TWO BED RENT COMPARABLES

	Name	Address	Zip	Year Built	Units	Floorplan	Avg Unit Size	Rent/Unit	Rent PSF
	The Carlisle	9898 Forum Park Dr	77036	1981	56	2 Bed	1,195 SF	\$1,000	\$0.84
	Las Varandas Del Sur	10003 Forum West Dr	77036	1979	162	2 Bed	947 SF	\$989	\$1.04
	Star Villa Ana	10101 W Sam Houston Pkwy	77099	1979	76	2 Bed	931 SF	\$1,225	\$1.32
	Casa Del Sol	9501 W Sam Houston Pkwy S	77099	1980	88	2 Bed	1,110 SF	\$1,291	\$1.16
	The Athena	10101 Forum Park Dr	77036	1979	99	2 Bed	975 SF	\$1,088	\$1.12
	Villa De Cancun	9450 Woodfair Dr	77036	1979	110	2 Bed	972 SF	\$1,051	\$1.08
	Sanctuary at 9430	9430 Concourse Dr	77036	1979	28	2 Bed	1,080 SF	\$1,226	\$1.14
	The Madison	9701 Forum Park Dr	77036	1983	55	2 Bed	1,175 SF	\$1,226	\$1.04
	<b>Averages/Totals</b>			<b>1980</b>	<b>618</b>	<b>2 Bed</b>	<b>1,027 SF</b>	<b>\$1,157</b>	<b>\$1.13</b>

# RENT COMPARABLES MAP

## Legend



The Carlisle



Las Varandas Del Sur



Star Villa Ana



Casa Del Sol



The Athena



Villa De Cancun



Sanctuary at 9430



The Madison



ONNET ST

KINNEY RD

KIPP WAY ST

Kipp SHINE Prep

SOUTH DR

America's Inn

SW PLAZA DR

GREEN FORK

CONCOURSE DR

LANSDALE DR

Westwood

PKWY

OYO

Sabo Su

Westwood Country Club

SW FWY

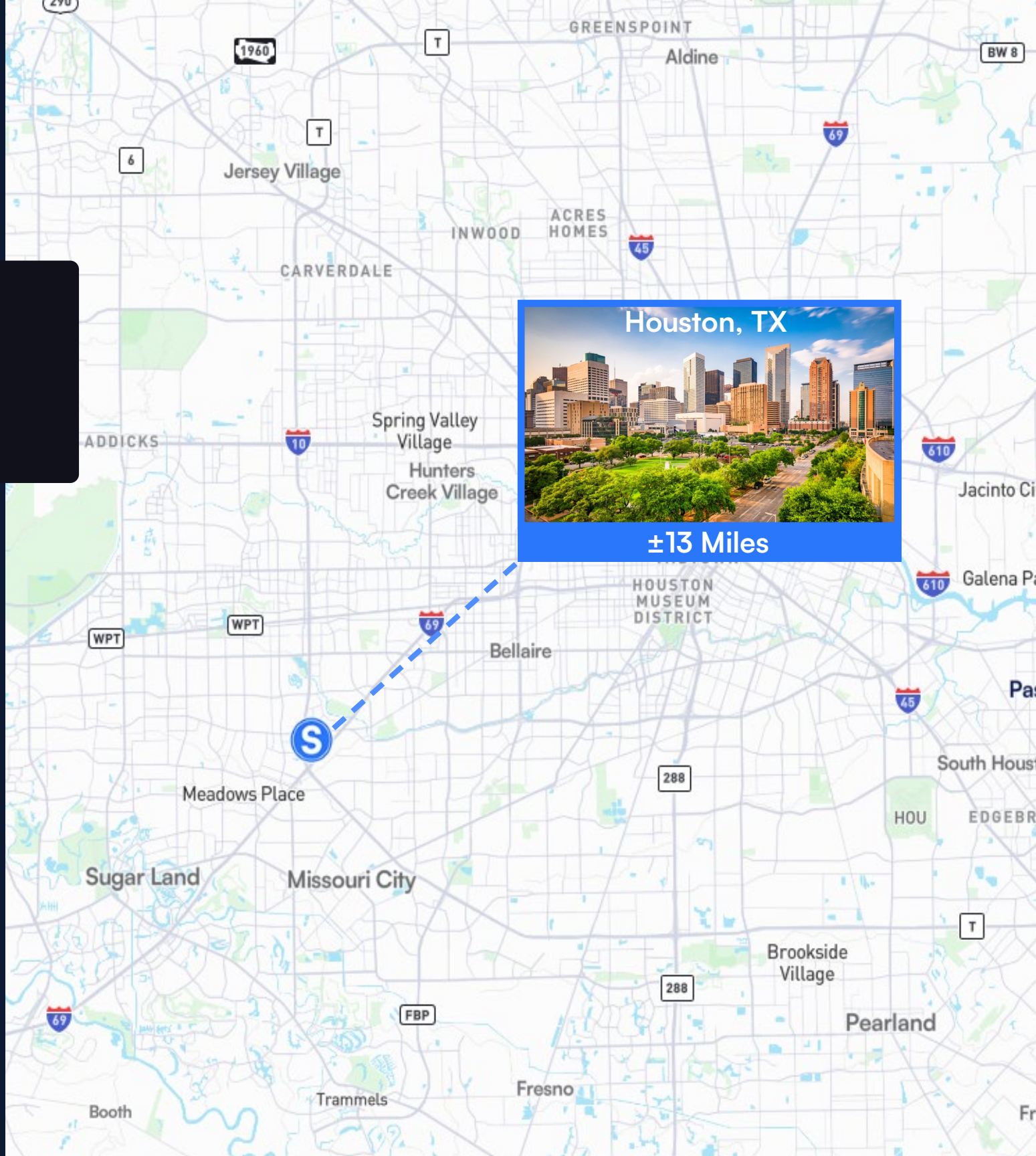
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SUMME

03

The Carlisle

MARKET  
OVERVIEW



# SOUTHWEST HOUSTON | HOUSTON, TX

2,300,000

Total Population

1,140,000

Employed Population

\$62,894

Median HH Income

6.46%

5-Mile Population Growth  
2020-Current

58%

Home Rental Rate



## Local Neighborhood Overview

Situated in Houston's established Southwest submarket, the area surrounding 9898 Forum Park Dr is characterized by a diverse and densely populated residential base supported by a strong network of retail, service, and employment centers. The neighborhood benefits from steady population levels and a broad range of household incomes, creating consistent demand for attainable housing options. Its proximity to major commercial corridors such as Bellaire Boulevard and the Westpark Tollway supports a dynamic local economy driven by small businesses, healthcare services, and international commerce reflective of the area's multicultural population.

The neighborhood offers convenient access to key transportation routes, including Beltway 8 and U.S. Highway 59, enabling efficient connectivity to major employment hubs such as the Galleria, Westchase District, and Downtown Houston. Residents benefit from nearby retail centers, dining establishments, and community services, enhancing overall livability. This accessibility, combined with stable renter demand and ongoing economic activity, positions the immediate area as a reliable and well-connected residential enclave within the broader Houston market.

Population	1-Mile	3-Mile	5-Mile
Five-Year Projection	26,339	208,403	525,748
Current Year Estimate	25,895	205,248	516,293
2020 Census	24,749	192,798	486,621
Growth Current Year-Five-Year	1.71%	1.54%	1.83%
Growth 2020-Current Year	4.63%	6.46%	6.10%
Households	1-Mile	3-Mile	5-Mile
Five-Year Projection	9,786	74,187	193,531
Current Year Estimate	9,610	72,482	188,735
2020 Census	8,958	67,264	178,305
Growth Current Year-Five-Year	1.83%	2.35%	2.54%
Growth 2020-Current Year	7.28%	7.76%	5.85%
Income	1-Mile	3-Mile	5-Mile
Average Household Income	\$49,333	\$71,724	\$81,685

# ECONOMIC DRIVERS



**\$697B+**  
Regional GDP

**Port of Houston**  
Busiest U.S. Port for Regional

## ECONOMIC DRIVERS

Houston's economic foundation rests on its globally significant energy sector—spanning oil, gas, petrochemicals, and growing renewable energy—while the Texas Medical Center and a vibrant aerospace cluster further diversify growth. Trade, innovation, and tech manufacturing continue to expand, supported by infrastructure such as the Port of Houston and emerging AI and innovation districts.

## PRIMARY INDUSTRIES

- Energy (Oil, Natural Gas, Petrochemicals, Renewables)
- Healthcare and Biomedical Research
- Aerospace and Aviation
- Trade and Logistics
- Technology and Innovation

## FORTUNE 500 COMPANIES

**ExxonMobil**

**Sysco**

**WMM**  
WASTE MANAGEMENT



**Enterprise Products Partners L.P.**



## HIGHER EDUCATION

 RICE UNIVERSITY

  
TEXAS SOUTHERN UNIVERSITY

 UNIVERSITY OF HOUSTON

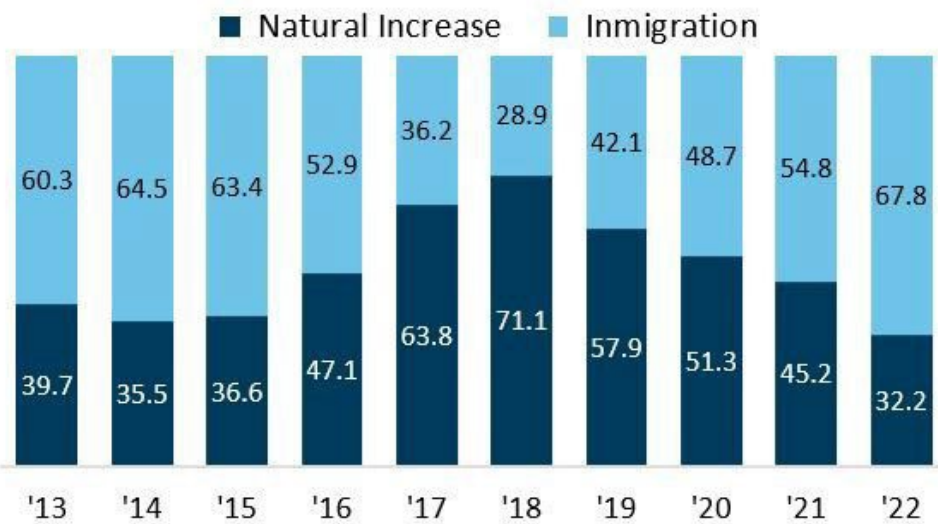
 Houston Christian UNIVERSITY

# HOUSTON, TEXAS

Houston, Texas is a dynamic and diverse city that stands as the fourth-largest in the United States, known for its unique blend of southern charm and metropolitan appeal. Located in the southeastern part of the state, Houston boasts a rich cultural tapestry, with a thriving arts scene, world-class museums like the Museum of Fine Arts, Houston and the The Menil Collection, and a burgeoning culinary landscape featuring a wide array of international cuisines. The city is synonymous with the space industry, home to NASA Johnson Space Center, where historic moon landings were orchestrated.

Additionally, Houston is a hub for the energy sector, with countless oil and gas companies headquartered here. The city's sprawling landscape is dotted with lush parks, including Hermann Park and Buffalo Bayou Park, providing ample opportunities for outdoor recreation. With a booming economy and a warm, welcoming community, Houston continues to be a beacon of opportunity and diversity in the Lone Star State.

SHARE OF METRO POPULATION GAINS OVER TIME (%)



Source: Partnership calculations based in U.S. Census Bureau data

## #2 FASTEST GROWING CITY

In The United States  
Houston Chronicle (2025)

## 5TH LARGEST METRO

In The United States  
(7.8M+ Population)

## 20+ FORTUNE 500 HQS

Are Located in the Houston MSA

## #4 LARGEST CITY

In The United States  
Houston Business Journal (2025)

# DISCLAIMER & CONFIDENTIALITY AGREEMENT

This Offering Memorandum contains select information pertaining to the business and affairs of the property owner and its tenant for real property located at **9898 Forum Park Dr, Houston, TX 77036** ("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™ 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.

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**Luke Matthews**  
Associate

**(281) 809-4006**

luke.matthews@matthews.com  
License No. 796664 (TX)



**Nathan Shields**  
Associate

**(505) 321-3582**

nathan.shields@matthews.com  
License No. 826248 (TX)

**Patrick Graham** | Broker of Record | Broker Lic. No. 528005 (TX) | Firm Lic. No. 9005919 (TX)



# 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:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - 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.

Matthews Real Estate Investment Services, Inc.	9005919	transactions@matthews.com	866-889-0050
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Patrick Graham	528005	licensing@matthews.com	866-889-0050
Designated Broker of Firm	License No.	Email	Phone
Patrick Graham	528005	licensing@matthews.com	866-889-0050
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