

# NOTIFICATION OF CHANGE IN STATUS OR AGENCY RELATIONSHIP

Every real estate licensee is required to disclose his or her agency status in a real estate transaction to any buyer or seller who is not represented by an agent and with whom the licensee is working directly in the transaction. Copies of this confirmation must be provided to any signatory thereof. If the licensee's agency relationship changes at any time during the course of a real estate transaction, that agent is required to immediately notify any other licensees and any parties to the transaction of this change in agency relationship. The following serves as a written confirmation of any change in status or agency relationship by this Licensee (or Licensee's real estate company):

The real estate transaction involving the property located at:

\_\_\_\_\_ (“Property Address”)

and involving the following parties: \_\_\_\_\_ (“Seller” which includes landlord as applicable) and/or \_\_\_\_\_ (“Buyer” which includes tenant as applicable).

### I. PREVIOUS STATUS OR AGENCY RELATIONSHIP:

\_\_\_\_\_ (“Licensee” or Firm as applicable) was previously acting in the following capacity in this transaction:

**Licensee to select the Status or Agency Relationship previously disclosed by Licensee or Firm as applicable on the original Confirmation of Agency Status Form or immediately preceding Notification of Change in Status or Agency Relationship:**

- |                                                                                               |                                                                                                                       |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Agent for the Seller                                                 | <input type="checkbox"/> Agent for the Buyer                                                                          |
| <input type="checkbox"/> Designated Agent for the Seller                                      | <input type="checkbox"/> Designated Agent for the Buyer                                                               |
| <input type="checkbox"/> Transaction Broker or Facilitator<br>(not an agent for either party) | <input type="checkbox"/> Disclosed Dual Agent (for both parties)<br>with the consent of both the Buyer and the Seller |

### II. CHANGE TO STATUS OR AGENCY RELATIONSHIP:

\_\_\_\_\_ (“Licensee” or Firm as applicable) with \_\_\_\_\_ (“Firm”) has changed his/her status or agency relationship in this transaction to the following:

**Licensee to select ONE of the following options to describe his/her or Firm's New Status or Agency Relationship in this Transaction:**

- |                                                                                               |                                                                                                                       |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Agent for the Seller                                                 | <input type="checkbox"/> Agent for the Buyer                                                                          |
| <input type="checkbox"/> Designated Agent for the Seller                                      | <input type="checkbox"/> Designated Agent for the Buyer                                                               |
| <input type="checkbox"/> Transaction Broker or Facilitator<br>(not an agent for either party) | <input type="checkbox"/> Disclosed Dual Agent (for both parties)<br>with the consent of both the Buyer and the Seller |

**This form is intended to notify a buyer, seller, and/or any other licensee in transaction of a change in status or agency relationship of a real estate agent.** This document also serves as confirmation that the licensee's Agency or Transaction Broker status was communicated orally before any real estate services were provided and also serves as a statement acknowledging that the buyer or seller, as applicable, was informed that any complaints alleging a violation or violations of Tenn. Code Ann. § 62-13-312 must be filed within the applicable statute of limitations for such violation set out in Tenn. Code Ann. § 62-13-313(e) with the Tennessee Real Estate Commission, 500 James Robertson Parkway, Nashville, TN 37243, PH: (615) 741-2273. **This notice by itself, however, does not constitute an agency agreement or establish any agency relationship.**

This form is copyrighted and may only be used in real estate transactions in which \_\_\_\_\_ is involved as a TAR authorized user. Unauthorized use of the form may result in legal sanctions being brought against the user and should be reported to the Tennessee Association of Realtors® at 615-321-1477.

40 The following signatures constitute acknowledgment of receipt of this Notification of Change in Status or Agency Relationship  
41 disclosure by the Realtor® acting as Agent/Broker OR other status of Seller/Landlord and/or Buyer/Tenant listed above pursuant  
42 to the National Association of Realtors® Code of Ethics and Standards of Practice.

|    |                  |       |                 |       |
|----|------------------|-------|-----------------|-------|
| 43 | _____            | _____ | _____           | _____ |
| 44 | Seller Signature | Date  | Buyer Signature | Date  |
| 45 | _____            | _____ | _____           | _____ |
| 46 | Seller Signature | Date  | Buyer Signature | Date  |

|    |                  |       |                  |       |
|----|------------------|-------|------------------|-------|
| 47 | _____            | _____ | _____            | _____ |
| 48 | Listing Licensee | Date  | Selling Licensee | Date  |
| 49 | _____            | _____ | _____            | _____ |
| 50 | Listing Company  | Date  | Selling Company  | Date  |

*NOTE: This form is provided by TAR to its members for their use in real estate transactions and is to be used as is. By downloading and/or using this form, you agree and covenant not to alter, amend, or edit said form or its contents except as where provided in the blank fields, and agree and acknowledge that any such alteration, amendment or edit of said form is done at your own risk. Use of the TAR logo in conjunction with any form other than standardized forms created by TAR is strictly prohibited. This form is subject to periodic revision and it is the responsibility of the member to use the most recent available form.*

DRAFT SPECIMEN