



CUSTOMER DISCLOSURE FORM – ADMINISTRATIVE FEE

In order to protect both buyers and sellers, Long & Foster maintains copies of its contracts. As compensation for our services and overhead, we charge customers a \$295 administrative fee, which is payable at settlement. This fee covers the rising costs of printing, processing, transmitting, and storing the many documents associated with a single closed real estate transaction. It also enables Long & Foster to continue its commitment to provide customers with the highest level of service in the industry.

Towards that end, we are providing this form in an effort to disclose our fee to those customers for whom it is appropriate. Please be advised that you may, alternatively, enter into a Buyer Agency Agreement with Long & Foster in order to have an agent represent you exclusively. Under a written Buyer Agency Agreement, the agent will assist the buyer in evaluating properties, preparing offers, and will negotiate in the best interest of the buyer. In this case, the buyer's agency fee is paid according to the written agreement between the agent and buyer.

Property Address

Customer Name/Signature

Date

Customer Name/Signature

Date

Broker

Sales Associate