

BUYER AGENT CHECKLIST



Property: 525 & 537 1st Avenue, Gallipolis, OH 45631

HOW TO REGISTER YOUR BUYER:

- ☐ Download and review with your Buyer the *Frequently Asked Questions* in the 'DOCUMENTS' section.
- ☐ Use the "Bidder Registration" link PRIOR TO SUBMITTING AN ONLINE BID.
<https://www.dotloop.com/my/loop/p/3rAgZNCnO2C?v=GsbCw>
- ☐ Share the *Acknowledgement of Terms & Conditions* for the property with your Buyer for their signature.
- ☐ Share the *Agency Disclosure Statement* with your Buyer for their signature.
- ☐ Share signed documents with the Transaction Coordinator via Dotloop.
- ☐ After you submit the signed documents, go to auctionohio.com.
- ☐ Have the Buyer register as a bidder with the website.
- ☐ The buyer will receive an email with their bidder number.
- ☐ We recommend the person who will be purchasing the property place the online bid(s).
- ☐ If you, as the Buyer's Agent, will be placing bids on behalf of the Buyer, we recommend a written agreement stipulating the authority the Buyer is granting on the purchasing limitations.

Should you have any questions, contact the Listing Agent.

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Submit bids online at www.AUCTIONOHIO.com

