



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES



Arkansas

Oklahoma

Kansas



French Quarter Apartments

240 East 15th Street
Edmond, Oklahoma 73013

59-Units

Mike Buhl
CRRC-OKC
405.360.5966
buhl@crcc.us

Darla Knight
CRRC-Tulsa
918.557.5966
darla@crcc.us

- Over \$700,000 in Recent Improvements
- Priced at \$2,656,500
- Recent Appraisal of \$3,300,000
- Rare Opportunity in Edmond Market
- Within minutes of UCO Campus with Enrollment of 16,900 (Fall 2015)
- Edmond Named the No. 1 Perfect Suburb by CNBC.com
- Great Visibility at 15th and Boulevard
- Just west of Edmond Memorial High School



www.crcc.us

Providing professional apartment brokerage and marketing services for over 31 years

Section 1	Pages
• <i>Disclaimer</i>	4
• <i>Photographs</i>	5-8
• <i>Neighborhood Map</i>	9
• <i>Submarket Map</i>	10
• <i>Aerial Maps</i>	11-12
• <i>Property Description</i>	13-15
• <i>Unit Mix</i>	16
• <i>Site Map</i>	17
• <i>Interior Photographs</i>	18
Section 2	19
• <i>Purchase Price and Terms</i>	20
Section 3	21
• <i>Operating Data Highlights</i>	22
• <i>Income & Expense Spreadsheet</i>	22A
Section 4	23
• <i>Sale Comps</i>	24-27
• <i>Rent Comps</i>	28-32
Section 5	33
• <i>Edmond at a Glance</i>	34
• <i>Oklahoma City</i>	35
Section 6	36
• <i>CRRC Contacts</i>	37
• <i>Oklahoma Broker Relationship Act</i>	38

1

3

This package has been prepared to provide summary information to prospective buyers and to establish an initial and preliminary level of interest in the property described herein. It is not intended to present all material information regarding the subject property, and is not a substitute for a complete and thorough due diligence investigation. Commercial Realty Resources has not made any investigation of the actual property, the tenants, the operating history, financial reports, leases, square footage, age or any other aspect of the property, including but not limited to the actual number of appliances being conveyed or any potential environmental problems that may exist and makes no warranty or representation whatsoever concerning these issues.

The information contained in this package has been obtained from sources we believe to be reliable; however, Commercial Realty Resources and Seller have not conducted any investigation regarding these matters and makes no warranty or representation whatsoever regarding the accuracy or completeness of the information provided. Any pro forma, projections, opinions, assumptions or estimates used are for example only and do not necessarily represent the current or future performance of the property.

Commercial Realty Resources and Seller recommend that prospective buyers conduct an in-depth investigation of the physical and financial aspects of the property to determine if the property meets their needs and expectations. We also recommend that prospective buyers consult with their tax, financial and legal advisors on any matter that may affect their decision to purchase the property and the subsequent consequences of ownership.

Commercial Realty Resources and Seller recommend that prospective buyers consult with qualified professionals regarding the presence of any molds, funguses, or other organisms that may adversely affect the property and the health of individuals.

The material contained in this document is not to be copied and/or used for any purpose or made available without the express written consent of Commercial Realty Resources.







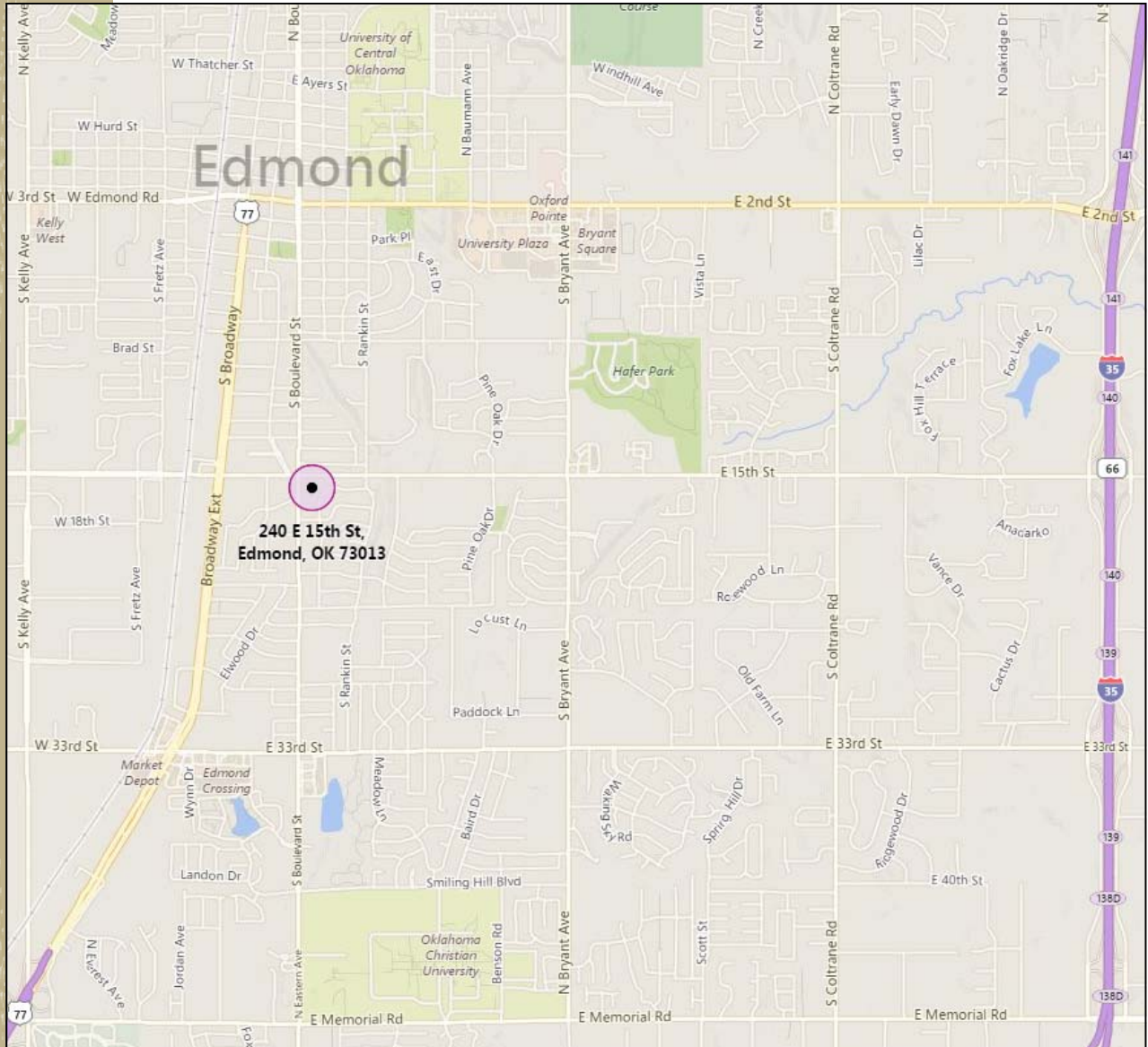


French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Neighborhood Map

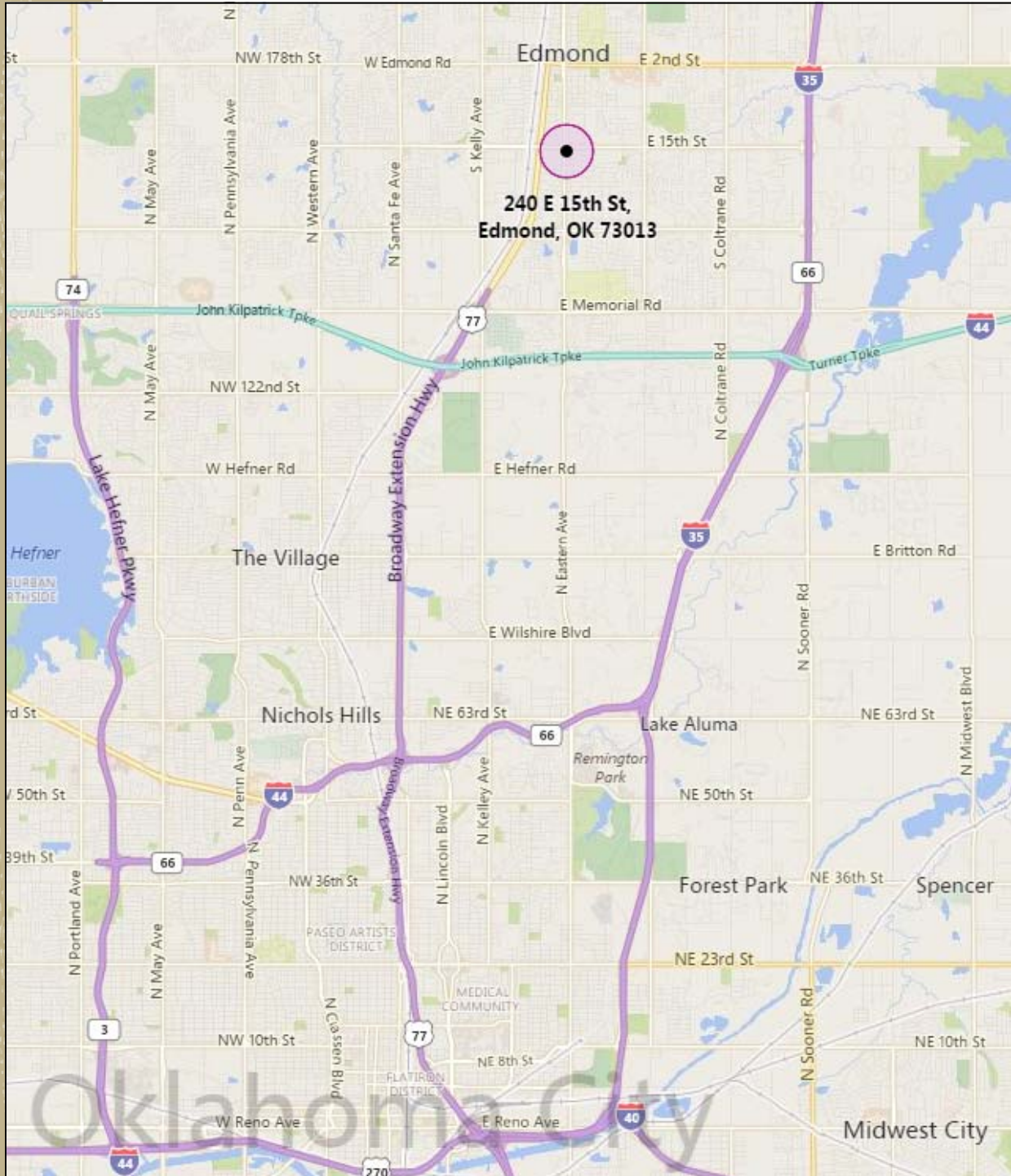


French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Submarket Map



French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Aerial Photo



Aerial Photo provided to show building layout. Photos do not show exterior improvements

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Aerial Photo Boundary



French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Offering Description

French Quarter Apartments contain 59-units and offer a true value-add component by improving management. The property is a two-story garden style community located in Edmond, Oklahoma south of the University of Central Oklahoma campus. Recent capital improvements include; new roofs, exterior paint, some new windows, new entry doors, some new HVAC and hot water tanks, new flooring, and interior paint and texture. New sinks, faucets, counters, appliances and ceramic tile tub surrounds. Amenities include an on-site laundry facility and swimming pool.

The property is located one mile south of the University of Central Oklahoma campus, with a Fall 2015 enrollment of over 16,900. The property is also near several shopping centers, high end retail, and local and national restaurants.

Offering Highlights:

- Over \$700,000 in Recent Improvements
- \$643,000 of Value-Add Potential through improved management
- Rare Opportunity in Edmond Market
- Within minutes of UCO Campus with Enrollment of 16,900 (Fall 2015)
- Edmond Named the No. 1 Perfect Suburb by CNBC.com
- Edmond School District
- Great Visibility at 15th and Boulevard
- Just west of Edmond Memorial High School
- \$3,300,000 Appraisal on File

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

<p><u>Offering:</u></p>	<p>French Quarter is located in Edmond, Oklahoma which is a popular suburb of Oklahoma City. The population of Edmond is over 89,000.</p> <p>Named the No. 1 Perfect Suburb by CNBC.com in 2011 and a Best Town for Families by Family Circle in 2010, Edmond continues to grow in population, advance in education and enhance the quality of life of its citizens. Residents enjoy a cost of living well below the national average in a city rich with culture, entertainment and art. Edmond strives to attract progressive companies with an educated workforce, honored public school system and low crime rate.</p> <p>The property is being offered as a value-add opportunity through improved management. The occupancy and ability to achieve the new market rents on renovated units has been hindered by mismanagement and partnership disputes. This creates the opportunity for a new owner with management experience or to engage a third party company with trained leasing professionals.</p>
<p><u>Number of Units:</u></p>	<p>59 apartment units</p>
<p><u>Number of Buildings:</u></p>	<p>8 two-story apartment buildings <i>(according to County records)</i></p>
<p><u>Year Built:</u></p>	<p>Constructed in 1966 <i>(according to County records)</i></p>
<p><u>Apartment Features:</u></p>	<p>Fully equipped kitchens with electric range/oven, vent-hood, and frost-free refrigerator - 5 floor plans to choose from - Carpet and vinyl tile flooring - Ceiling fans and large closets. Courtyard apartments have patio doors leading to the pool area.</p>
<p><u>Property Amenities:</u></p>	<ul style="list-style-type: none"> • Edmond School District • Swimming Pool and Laundry Care Center
<p><u>Construction:</u></p>	<p>Style: Two -Story Garden Style</p> <p>Exterior: Brick and Rock with Wood Trim and Siding</p> <p>Roof: Pitched Roofs with Composition Shingles</p>
<p>Parking Areas:</p>	<p>Asphalt with Concrete Curbs and Walkways</p>

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

<u>Real Estate Taxes:</u>	R182431005 Assessed Value (2015): 179,072 Tax Rate per 1,000 : \$105.71 Tax Amount : \$18,929 Assessment Ratio: 11% of Market Value
<u>Mechanical System:</u>	
Electrical Metering:	Individually Metered
HVAC:	30-units are total electric and individually metered with through the wall air conditioning and base board heat. Tenants pay for electric. 29-units are individually metered for electric with central air conditioning and gas furnace heating. Tenants pay for electric and Owner pays for gas.
Utilities:	Owner pays for the common area electric, gas heat and hot water on 29 units, water, sewer and trash removal. Hot water is provided by individual electric hot water heaters in 30 units and a central boiler system for 29 units.
Water:	Provided by Property
<u>Site/Land Area:</u>	2.0 acres (<i>according to County records</i>)
<u>Density:</u>	29.50 units per acre
<u>Current Occupancy:</u>	See Rent Roll
<u>Recent Renovations:</u>	New carpet or wood laminate flooring, texture walls, paint, carpentry, some new windows, appliances, exterior paint. Replace roof with Lifetime Laminate shingles. Tear off existing roof and re deck with 1/2" osb decking. Resurface pool deck (<i>scheduled</i>), landscaping, dirt work, install fencing

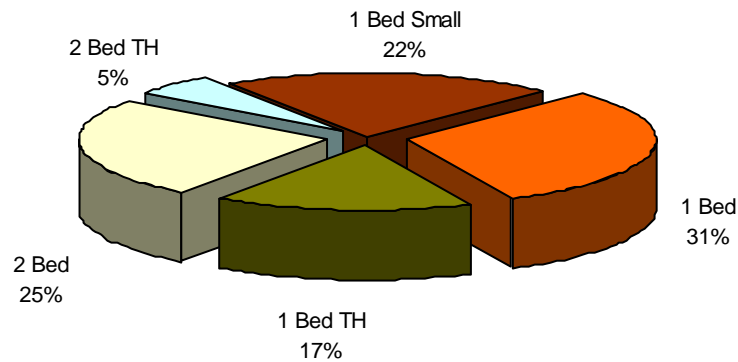


UNIT MIX

No. Units	Bdrm / Bth	Sq.Ft.	Total Sq.Ft.	Nov-2015			
				Rent Roll	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
16	1 Bed / 1 Bath	600	9,600	525.00	0.88	8,400	100,800
2	1 Bed / 1 Bath	720	1,440	556.00	0.77	1,112	13,344
10	1 Bed / 1 Bath TH	630	6,300	645.00	1.02	6,450	77,400
15	2 Bed / 1 Bath	835	12,525	725.00	0.87	10,875	130,500
3	2 Bed / 1.5 Bath TH	860	2,580	745.00	0.87	2,235	26,820
13	Efficiency	460	5,980	525.00	1.14	6,825	81,900
59		651	38,425	608.42	0.93	35,897	430,764

DISTRIBUTION RATIO

Distribution Ratio

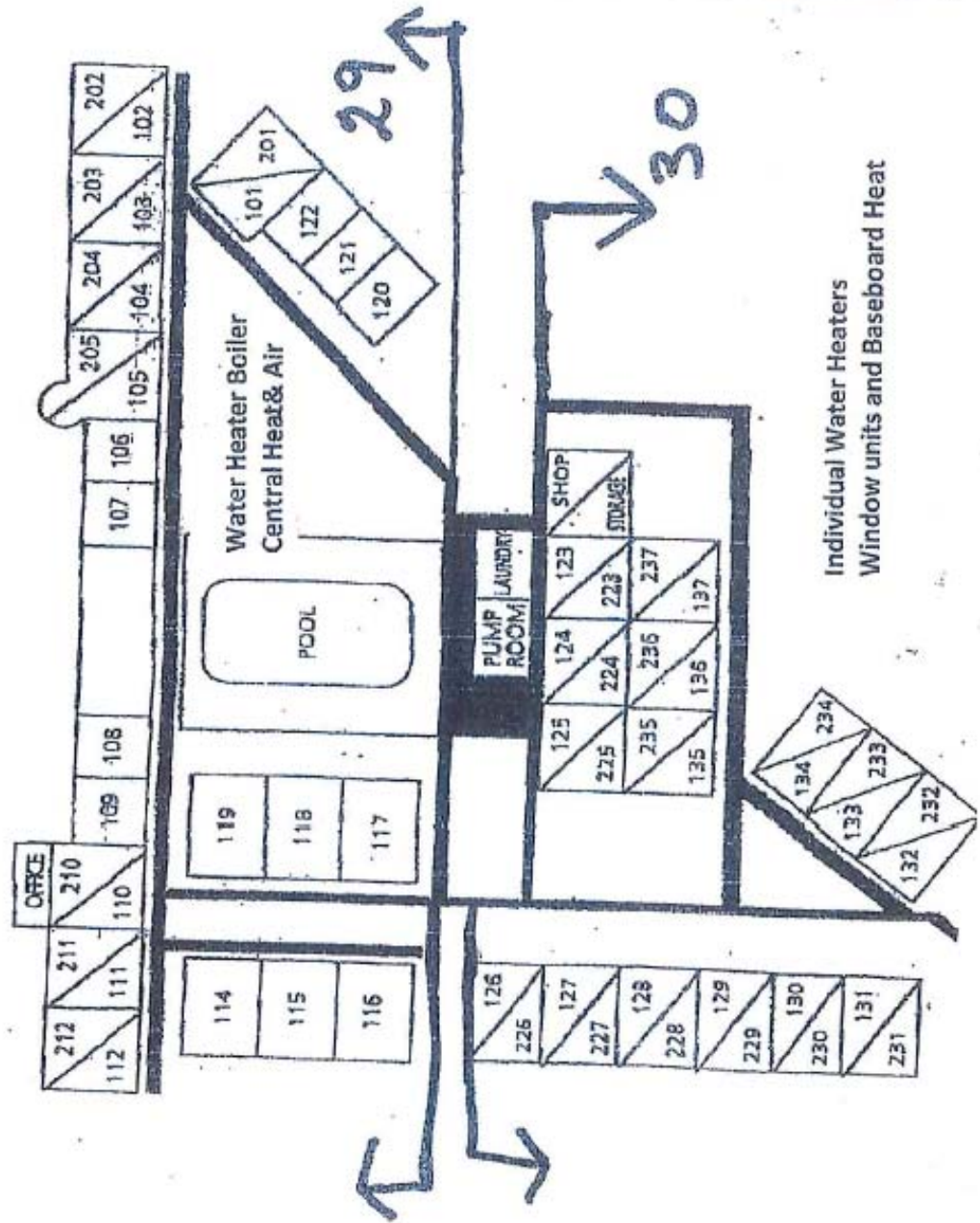


French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

SITE MAP



French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Interior Photos



2

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Purchase Price & Terms

<u>Purchase Price:</u>	\$2,656,500
<u>Terms of Sale:</u>	Cash Buyer to Obtain New Financing
<u>Price Per Apartment Unit:</u>	\$45,025
<u>Price Per Net Rentable Sq. Ft.</u>	\$69.13
<u>Cap Rate:</u> <i>(Based on Pro forma)</i>	7.15

3



Operating Data Highlights

Income	Income is projected on current market rents from the April 2016 Rent Roll. Other Income is based on actual
Expenses	Real Estate taxes have been adjusted Utilities are based on Actual Management fee is based upon 5% Payroll is based on \$900 per unit per year Total Expenses are calculated at \$3,971 per unit per year
Mortgage and Debt Service	Buyer to obtain new bank financing.
Value-Add Potential	There is potentially \$643,000 of value-add potential through improved management. The occupancy and ability to achieve the new market rents on the renovated units has been hindered by mismanagement and partnership disputes.

Annual Property Operating Data

Project:	French Quarter Apartments	Appraised Value:	\$ 3,300,000	\$ 55,932	Run Date:	18-Apr-16
Location:	240 E. 15th Street - Edmond	Discount to Value:	\$ 643,500	\$ 10,907	Cap Rate on Offering Price:	7.12%
Number of Units:	59	Offering Price:	\$ 2,656,500	\$ 45,025		
Net Rentable S.F.:	38,425	Mortgage on Offering Price:	\$ 1,992,375	75%		
Avg. Unit Size:	651	Equity on Offering Price:	\$ 664,125	25%		

No. Units	Bdrm / Bth	Sq.Ft.	Total Sq.Ft.	Apr-2016		Gross/Mo.	Gross/Yr.
				Rent Roll	Rent/Sq.Ft.		
16	1 Bed / 1 Bath	600	9,600	525.00	0.88	8,400	100,800
2	1 Bed / 1 Bath	720	1,440	556.00	0.77	1,112	13,344
10	1 Bed / 1 Bath TH	630	6,300	645.00	1.02	6,450	77,400
15	2 Bed / 1 Bath	835	12,525	725.00	0.87	10,875	130,500
3	2 Bed / 1.5 Bath TH	860	2,580	745.00	0.87	2,235	26,820
13	Efficiency	460	5,980	525.00	1.14	6,825	81,900
59		651	38,425	608.42	0.93	35,897	430,764

INCOME	Mar. 2016			Proforma		Financing
	Trailing 12			Per Unit		
Potential Rent Per Schedule	-	-	-	430,764	7,301	
(Loss) / Gain to Leases	-	-	-	-	-	
Gross Possible Rent Per Leases	-	-	-	430,764	7,301	
Bad Debt	-	-	-	-	-	
Vacancy Losses	-	-	-	5.0% 21,538	365	
Other Rental Losses	-	-	-	-	-	
Net Rental Income	-	-	310,476	409,226	6,936	
Utility Income	-	-	3,639	3,639	62	
Other Income	-	-	30,678	10,500	178	
Total Income	-	-	344,793	423,365	7,176	
EXPENSES						
Salary Expenses	-	-	52,563	53,100	900	
Management Fees	-	-	-	5.0% 21,168	359	
Administrative Expenses	-	-	17,715	12,500	212	
Utilities	-	-	59,458	59,458		
Landscaping	-	-	4,330	5,500	93	
Pest Control	-	-	474	1,475	25	
Repair & Maintenance	-	-	26,180	35,400	600	
Property Tax Expense	-	-	18,930	28,000	475	
Insurance Expense	-	-	26,234	17,700	300	
	-	-	-	-	-	
Total Operating Expenses	-	-	205,884	234,301		
Per Unit	-	-	3,490	3,971		
Per Sq. Ft.	-	-	5.36	6.10		
Net Operating Income	-	-	138,909	189,064		
						Potential First Mortgage
						Current Bal. \$ -
						Original Bal. \$ 1,992,375
						Maturity - 10
						Amortization 30
						Interest Rate 4.65%
						Constant 6.188%
						Debt Service \$ 123,281
						Comments:

Real Estate Tax Information:	2015	Assessed Value:	179,072	Rate/\$1000:	105.71	Value:	\$1,627,927
Account:	R182431005	Tax Amount:	\$18,930	Tax Dist:		Per Unit:	\$27,591.99

4

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Sale Comparison

The following are pre-renovation sales in Edmond where the buyers then completed in excess of \$10,000 per unit in capital improvements after closing.

Property Address: 1200 Ayers Street, Edmond

Size and Age: 72-units, Built in 1984

Price: \$3,100,000 **Price Per Unit:** \$43,055

Closing Date: 08 / 2015

Total Square Footage: 61,581



The Parke at Central

Property Address: 3621 S. Wynn, Edmond

Size and Age: 100-units, Built in 1972

Price: \$4,350,000 **Price Per Unit:** \$43,500

Closing Date: 09 / 2014

Total Square Footage: 95,836



The Wynn at Edmond

Property Address: 1730 East 2nd Street, Edmond

Size and Age: 96-units, Built in 1980

Price: \$3,955,750 **Price Per Unit:** \$41,205

Closing Date: 02 / 2015

Total Square Footage: 59,972



Avista of Edmond

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Sale Comparison

The following represent conventional sales where no significant renovations were planned. These are shown to support the Appraised Value on our Spreadsheet.

Property Address: 4320 NW 50th, Oklahoma City

Size and Age: 78-units, Built in 1984

Price: \$3,556,000 **Price Per Unit:** \$45,589

Closing Date: 12 / 2015



Mansion West

Property Address: 3920 NW 50th, Oklahoma City

Size and Age: 34-units, Built in 1970

Price: \$1,879,000 **Price Per Unit:** \$55,264

Closing Date: 12 / 2015

Total Square Footage: 33,643



Salem West

Property Address: 4601 W. Nicklas Avenue, Oklahoma City

Size and Age: 136-units, Built in 1970

Price: \$8,165,000 **Price Per Unit:** \$60,036

Closing Date: 12 / 2015

Total Square Footage: 146,720



Esplanade

Property Address: 1325 W. Lindsey, Norman

Size and Age: 33-units, Built in 1968

Price: \$1,800,000 **Price Per Unit:** \$54,545

Closing Date: 09 / 2014

Total Square Footage: 17,289



Warehouse Flats

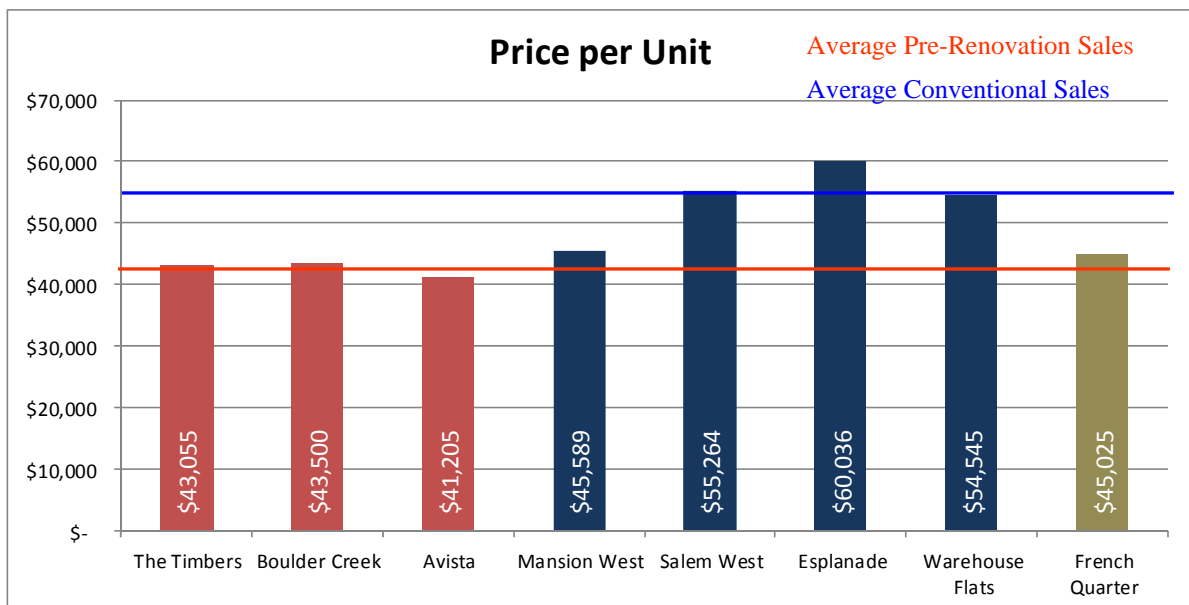
French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Sale Comparison Summary

Property	Price/Unit	Overall Price	No. Unit	Year Built
The Timbers	\$43,055	\$3,100,000	72	1984
Boulder Creek	\$43,500	\$4,350,000	100	1972
Avista (Bryant Square)	\$41,205	\$3,955,750	96	1980
Pre-Renovation Average	\$42,558	\$11,405,750	268	
Mansion West	\$45,589	\$3,556,000	78	1984
Salem West	\$55,264	\$1,879,000	34	1970
Esplanade	\$60,036	\$8,165,000	136	1970
Warehouse Flats	\$54,545	\$1,800,000	33	1968
Conventional Average	\$54,804	\$15,400,000	281	
French Quarter	\$45,025	\$2,656,500	59	1966

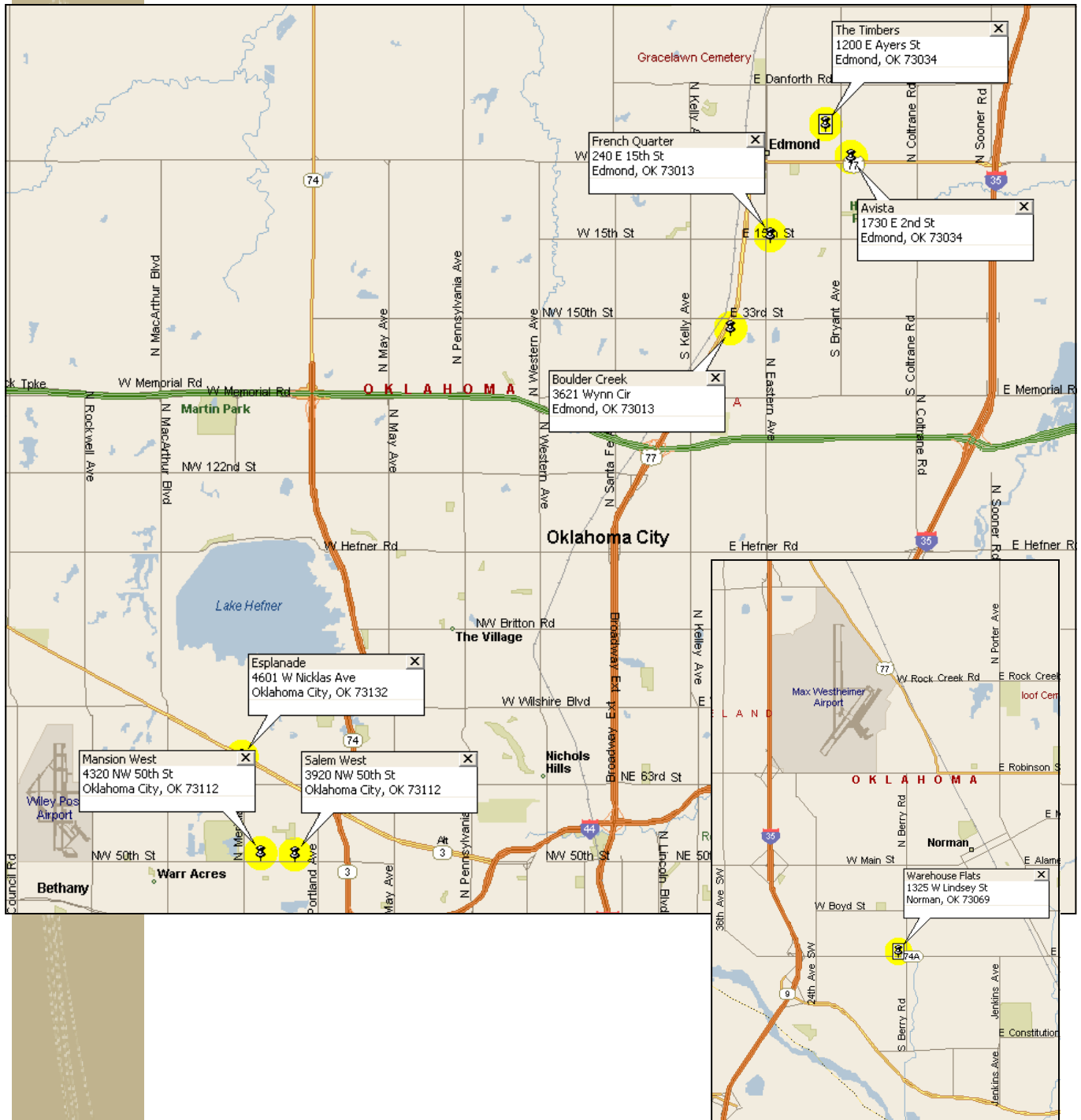


French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Sale Comparison Map



French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

RENT COMPS

In order to estimate market rents for French Quarter, seven apartment communities were selected as most competitive. Each property has been chosen due to its similarity with regard to quality, location, age, or amenities. While each property may not be directly comparable in all aspects, collectively they represent the rental market for French Quarter. Rental Rates are based on market rates excluding any concessions or specials.



Reed's Landing
1201 N. Fretz
Edmond, OK 73003
112 Units
1964 Construction

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
Studio	1	468 to 519	\$490 to \$525	\$1.05 to \$1.01
1	1	637	\$565	\$0.89
2	1	816	\$665	\$0.81



Kickingbird
1700 Kickingbird
Edmond, OK 73034
126 Units
1979 Construction

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
1	1	550	\$500	\$0.91
1	1	640	\$520 to \$585	\$0.81 to 0.91
2	2	875	\$635 to \$710	\$0.73 to 0.81

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES



Avista of Edmond
1730 E. 2nd Street
Edmond, OK 73034
96 Units
1980 Construction (*Renovated 2015*)

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
Studio	1	550	\$695	\$1.26
1	1	650	\$856	\$1.32
2	1	750	\$895	\$1.19



Plaza East
1600 Chelsea Drive
Edmond, OK 73013
48 Units
1971 Construction (*Renovated*)

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
2	1	750	\$625	\$0.83

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES



The Wynn at Edmond Crossing
3621 Wynn Drive
Edmond, OK 73013
100 Units
1972 Construction (*Renovated 2014*)

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
1	1	724	\$699	\$0.97
2	2	950	\$834	\$0.88



The Parke at Central
1200 E. Ayers
Edmond, OK 73034
72 Units
1984 Construction (*Renovated 2016*)

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
1	1	645	\$695	\$1.08
2	1	910	\$825	\$0.91

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES



Bryant Grove
20 S. Bryant
Edmond, OK 73034
108 Units
1973 Construction

Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
2	1.5	832	\$710 to \$730	\$0.85 to \$0.88

A Multi-Family Report by the Edmond Economic Development Authority shows the Edmond market to have a 97% overall occupancy rate.

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Rent Comp Map



5

French Quarter Apartments
Edmond, Oklahoma

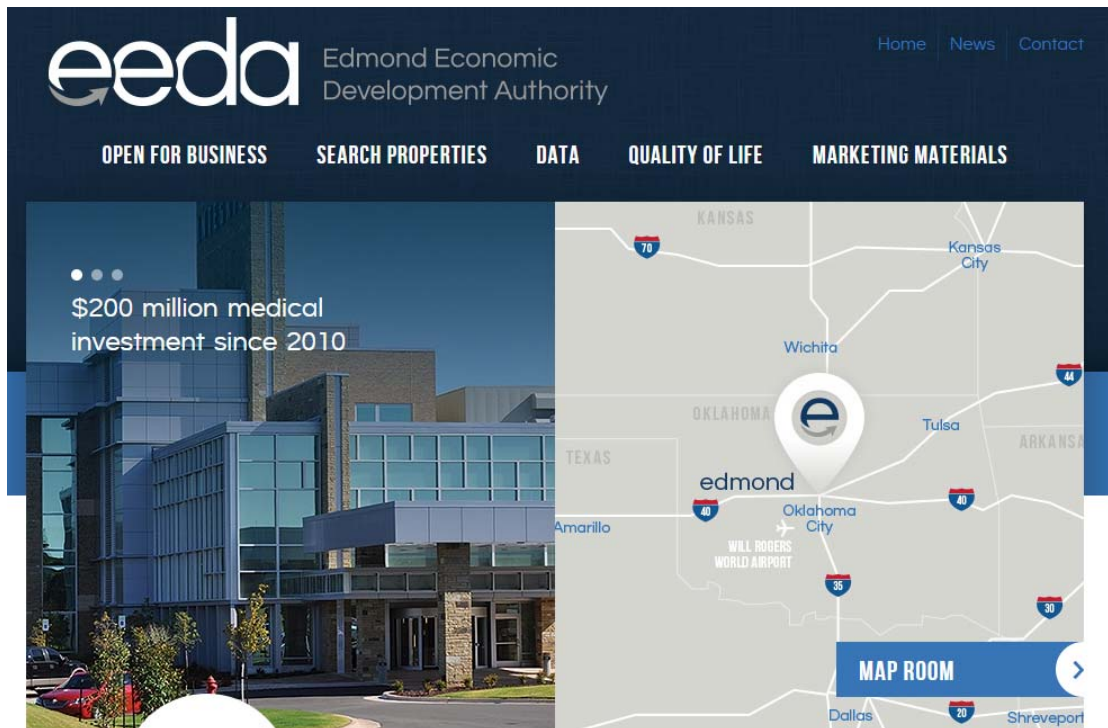


COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Click below to view Edmond Economic Development Authority

<http://www.eeda.com>

<http://www.eeda.com/sites/eeda/uploads/>



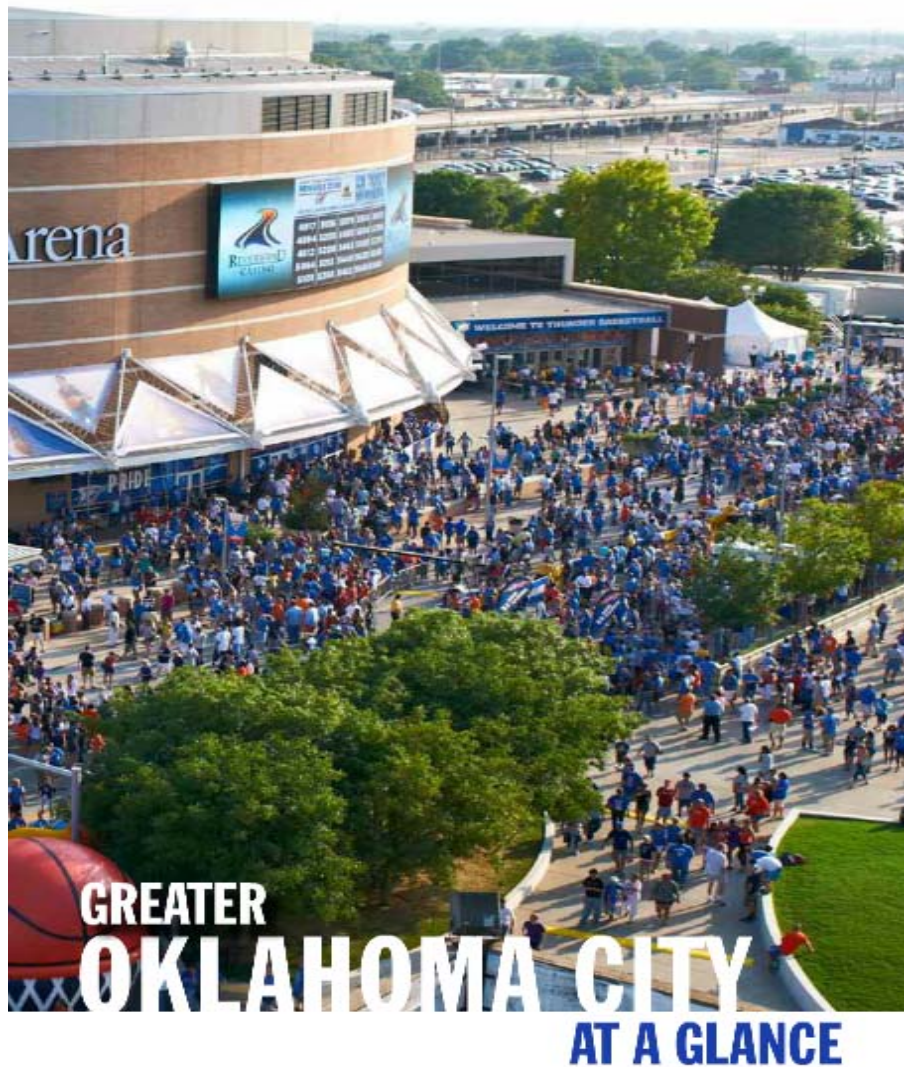
French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES

Click below to view Oklahoma City at a Glance

<http://viewer.zmags.com/publication/13eac868#/13eac868/2>



123 Park Avenue | Oklahoma City, OK 73102 | 405.297.8900 | www.greateroklahomacity.com

6

French Quarter Apartments
Edmond, Oklahoma



COMMERCIAL REALTY RESOURCES CO.
MULTIFAMILY INVESTMENT SERVICES



Mike Buhl
CRRC Oklahoma City
611 24th Avenue SW, Suite 100
Norman, OK 73069
405-360-5966
buhl@crrc.us



Darla Knight
CRRC Tulsa
4137 S. Harvard, Suite E
Tulsa, OK 74135
918-557-5966
darla@crrc.us



OKLAHOMA REAL ESTATE COMMISSION

What You Need to Know About Broker Services

A real estate broker may work with one or both parties to a real estate transaction. *The Oklahoma Broker Relationships Law (Title 59, Oklahoma Statutes, §858-351 – 858-363) allows a real estate firm to provide brokerage services to both parties to the transaction. This could occur when a firm has contracted with a seller to sell their property and a prospective buyer contacts that same firm to see the property. If the prospective buyer wants to make an offer on the property, the firm must now provide a written notice to both the buyer and seller that the firm is now providing brokerage services to both parties to the transaction.*

Oklahoma real estate brokers have mandatory duties and responsibilities to all parties in a real estate transaction. *These duties and responsibilities shall be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option or exchange real estate. These duties and responsibilities are to:*

- *Treat all parties with honesty and exercise reasonable skill and care.*
- *Receive all written offers and counteroffers, reduce offers or counteroffers to a written form upon request of any party to a transaction and present timely all written offers and counteroffers (unless specifically waived in writing by a party).*
- *Timely account for all money and property received by the broker.*
- *Disclose information pertaining to the property as required by the Residential Property Condition Disclosure Act.*
- *Comply with all requirements of The Oklahoma Real Estate License Code and all applicable statutes and rules.*
- *Keep confidential information received from a party or prospective party confidential unless written consent is granted by the party, the disclosure is required by law, or the information is public or becomes public as the results of actions from a source other than the broker. Confidential information includes:*
 - *That a party is willing to pay more or accept less than what is being offered*
 - *That a party or prospective party is willing to agree to financing terms different from those offered*
 - *The motivating factors of the party or prospective party purchasing, selling, leasing, optioning or exchanging the property*
 - *Any information specifically designated as confidential by the party unless such information is public.*

A broker has additional duties and responsibilities only to a party for whom the broker is providing brokerage services. *These duties and responsibilities shall also be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option and exchange real estate. These duties are to:*

- *Inform the party in writing when an offer is made that the party will be expected to pay certain costs, brokerage services costs and approximate amount of the costs.*
- *Keep the party informed regarding the transaction.*

If a broker intends to provide fewer brokerage services than those required to complete a transaction, the broker shall provide written disclosure to the party for whom the broker is providing services. *The disclosure shall include a description of those steps in the transaction that the broker will not provide and state that the broker assisting the other party in the transaction is not required to provide assistance with these steps in any manner.*

Disclosure of these duties and responsibilities is required in writing. *The duties and responsibilities disclosed by the broker shall be confirmed in writing by each party in a separate provision, incorporated in or attached to the contract to purchase, option or exchange real estate.*

Services provided to a tenant do not automatically create a broker relationship. *When a broker provides brokerage services to a landlord under a property management agreement, the services provided to the tenant by the broker shall not be construed as creating a broker relationship between the broker and the tenant unless otherwise agreed to in writing; however, the broker owes to the tenant the duties of honesty and exercising reasonable skill and care.*

For more information, visit www.orec.ok.gov