

# BUYER AGENT CHECKLIST



**Property:** 207 E Third St, Xenia, OH 45385

## 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/8MqyhrCYjy?v=BxY8C>
- 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](http://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](http://www.AUCTIONOHIO.com)**

