

# NOTICE OF AGENCY RELATIONSHIP



When working with a real estate licensee in buying, selling, or leasing real estate, West Virginia Law requires that you be informed of whom the licensee is representing in the transaction. The licensee may represent the seller/lessor, the buyer/lessee, or both. The party represented by the licensee is known as the licensee's principal and as such, the licensee owes the principal the duty of utmost care, integrity, honesty, and loyalty.

Regardless of whom they represent, the licensee has the following duties to all consumers in any transaction:

- Diligent exercise of reasonable skill and care in the performance of the licensee's duties.
- A duty of honest and fair dealing and good faith.
- Must offer all property without regard to race, religion, color, national origin, ancestry, sex, age, blindness, or disability.
- Must promptly present all written offers to the owner.
- Provide a true, legible copy of every contract to each person signing the contract.

The licensee is not obligated to reveal to either party any confidential information obtained from the other party which does not involve the affirmative duties set forth above.

Should you desire to have a real estate licensee represent you as your agent, you should enter into a written contract that clearly establishes the obligations of both parties. If you have any questions about the roles and responsibilities of a real estate licensee, the licensee can provide more information upon your request.

In compliance with the West Virginia Real Estate License Act, all parties are hereby notified that:

STACIE CORNETT (printed name of licensee), affiliated with  
COLDWELL BANKER STUART & WATTS (brokerage name), is acting as the agent of:

- The Seller/Lessor
  The Buyer/Lessee  
 The Seller/Lessor as a Designated Dual Agent
  The Buyer/Lessee as Designated Dual Agent  
 The undersigned Seller/Lessor is unrepresented.
  The undersigned Buyer/Lessee is unrepresented.  
 Both the Seller/Lessor and Buyer/Lessee, as a Limited Dual Agent

## CERTIFICATION

By signing below, the parties certify that they have read and understand the information contained in this disclosure and have been provided with signed copies prior to signing any contract.

<u>KR</u>	12 / 03 / 2025		
<small>Seller/Lessor</small>	<small>Date</small>	<small>Buyer/Lessee</small>	<small>Date</small>
<small>Seller/Lessor</small>	<small>Date</small>	<small>Buyer/Lessee</small>	<small>Date</small>
<small>Seller/Lessor</small>	<small>Date</small>	<small>Buyer/Lessee</small>	<small>Date</small>

I hereby certify that I have provided the above-named individuals with a copy of this form prior to signing any contract.

Licensee's Signature Stacie Cornett Date 11/30/2025  
 Licensee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**West Virginia**  
 Real Estate Commission  
 300 Capitol Street  
 Charleston, WV 25301  
 (304) 558-3555  
<http://rec.wv.gov>



THIS FORM HAS BEEN PROMULGATED BY THE WVREC FOR THE REQUIRED USE BY ALL WEST VIRGINIA REAL ESTATE LICENSEES  
 REVISED OCT 24th 2024



# A Guide To Agency Relationships

## III. EXPECTATIONS OF SERVICE

**Customer level** duties owed to either a seller/lessor or buyer/lessee when working with a real estate licensee are:

- Perform necessary and customary acts to assist you in the purchase or sale of property.
- Perform these acts with honesty, good faith, reasonable skill, and care.
- Properly account for money or property you place in the care and responsibility of the real estate brokerage.
- Disclose all material facts of which the licensee has knowledge.

**Client level** duties owed to either a seller/lessor or buyer/lessee when working with a real estate licensee are:

- Perform the terms of the written agreement.
- Exercise reasonable skill and care.
- Promote your best interests in good faith, honesty, and fair dealing.
- Maintain the confidentiality of your information, including bargaining information, even after the representation has ended.
- Properly account for money or property you place in the care and responsibility of the real estate brokerage.
- Assist you in negotiating an acceptable price and other terms and conditions for the transaction.
- Disclose all material facts of which the licensee has knowledge.
- Be available to receive and present written offers and counter-offers to you or from you.

KTB  
Consumer Signature

12 / 03 / 2025  
Date

Consumer Signature  
Stacy Arnold  
Licensee Signature

Date  
11/30/2025  
Date

Check here if team names are attached.



300 Capitol Street  
Charleston, WV 25301  
(304) 558-3555  
<http://rec.wv.gov>  
REVISED OCT 24th 2024