

**AGENCY DISCLOSURE BROCHURE (“THE BLUE BROCHURE”)  
RECORD KEEPING REQUIREMENTS**

The Agency Disclosure Brochure, or “Blue Brochure,” is the statutorily-required disclosure form that licensees must give prospective buyers & sellers of real estate. To ensure that this disclosure is made, the law requires that brokerages keep a record of the buyer or seller’s receipt.

Specifically, section 54-2085, Idaho Code, provides, in relevant part:

(1) A licensee shall give to a prospective buyer or seller at the first substantial business contact the agency disclosure brochure adopted or approved by the Idaho Real Estate Commission. The Commission by motion shall establish the form and contents of the brochure in accordance with the provisions of this chapter. Each brokerage shall keep a signed and dated record of a buyer or seller's receipt of the agency disclosure brochure.

(Emphasis added.)

This Guideline attempts to address questions that frequently arise concerning the “record” that is required to be kept under the statute.

**Question 1:** Must licensees use the “receipt” printed in the Blue Brochure as the buyer or seller “record of receipt”?

**Answer:** No. The law requires “*a* signed and dated record” of receipt – it does not specify the form of that receipt. The Commission has long recognized that acknowledgments included in a signed and dated Purchase & Sale Agreement, or in another document prepared in connection with a real estate transaction, can provide the record of receipt required by statute.

As a matter of good practice, however, many *brokerages* maintain an office policy requiring licensees to use the Blue Brochure’s receipt. The reason is that a contemporaneous receipt provides the brokerage with the best possible documentation of *when* the licensee gave the Brochure to the consumer, and thereby helps protect the brokerage against any future claim by a disgruntled consumer that the licensee failed to timely give him the Brochure.

**Question 2:** What if the buyer or seller refuses to accept the Blue Brochure or refuses to sign *any* receipt? Can a brokerage still comply with the statute?

**Answer:** Buyers and sellers can refuse to accept, or refuse to acknowledge receipt of, the Blue Brochure. This most often occurs when the transaction documents are drafted by a bank, attorney, or someone other than a licensee over whom the Commission has no authority. Where such refusal occurs, the Commission advises that licensees document their attempts to give the brochure and to obtain a receipt, and also document the buyer or seller's response. Such documentation kept within the transaction file will be deemed by the Commission to comply with the statute.

A similar predicament occurs where a bank or attorney that drafts the transaction documents declines to include the "Representation Confirmation and Acknowledgement of Disclosure" verbiage required by the License Law under section 54-2085(4), Idaho Code. Again, the Commission recognizes the licensee's limited control over the parties and advises that licensees provide the documentation that is within their control, even if the other party or parties refuse to sign.

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#### 54-2085. DISCLOSURE AND WRITING REQUIREMENTS -- AGENCY DISCLOSURE BROCHURE AND REPRESENTATION CONFIRMATION.

(1) A licensee shall give to a prospective buyer or seller at the first substantial business contact the agency disclosure brochure adopted or approved by the Idaho real estate commission. The commission by motion shall establish the form and contents of the brochure in accordance with the provisions of this chapter. Each brokerage shall keep a signed and dated record of a buyer or seller's receipt of the agency disclosure brochure.

(2) The agency disclosure brochure shall list the types of representation available to a buyer or seller in a regulated real estate transaction, the legal duties and obligations owed to the buyer or seller in each type of representation and a conspicuous notice that no representation will exist absent a written agreement between the buyer or seller and the brokerage.

(3) A brokerage's relationship with a buyer or seller as an agent, nonagent, limited dual agent, or limited dual agent with assigned agents, must be determined and all necessary agreements executed no later than the preparation of a purchase and sale agreement. A brokerage must disclose its relationship to both buyer and seller in any transaction no later than the preparation or presentation of a purchase and sale agreement.

(4) In addition, a purchase and sale agreement, an attachment thereto, or other document drafted in connection with a regulated real estate transaction shall contain the following confirmation of the relationship, whether it involved representation or not, between the buyer, seller and licensees involved:

#### REPRESENTATION CONFIRMATION AND ACKNOWLEDGMENT OF DISCLOSURE

Check one (1) box in Section 1 below and one (1) box in Section 2 below to confirm that in this transaction, the brokerage(s) involved had the following relationship(s) with the BUYER(S) and SELLER(S).

Section 1:

A. The brokerage working with the BUYER(S) is acting as an AGENT for the BUYER(S).

B. The brokerage working with the BUYER(S) is acting as a LIMITED DUAL AGENT for the BUYER(S), without an ASSIGNED AGENT.

C. The brokerage working with the BUYER(S) is acting as a LIMITED DUAL AGENT for the BUYER(S), and has an ASSIGNED AGENT acting solely on behalf of the BUYER(S).

D. The brokerage working with the BUYER(S) is acting as a NONAGENT for the BUYER(S).

Section 2:

A. The brokerage working with the SELLER(S) is acting as an AGENT for the SELLER(S).

B. The brokerage working with the SELLER(S) is acting as a LIMITED DUAL AGENT for the SELLER(S), without an ASSIGNED AGENT.

C. The brokerage working with the SELLER(S) is acting as a LIMITED DUAL AGENT for the SELLER(S), and has an ASSIGNED AGENT acting solely on behalf of the SELLER(S).

D. The brokerage working with the SELLER(S) is acting as a NONAGENT for the SELLER(S).

Each party signing this document confirms that he has received, read and understood the Agency Disclosure Brochure adopted or approved by the Idaho real estate commission and has consented to the relationship confirmed above. In addition, each party confirms that the brokerage's agency office policy was made available for inspection and review. EACH PARTY UNDERSTANDS THAT HE IS A "CUSTOMER" AND IS NOT REPRESENTED BY A BROKERAGE UNLESS THERE IS A SIGNED WRITTEN AGREEMENT FOR AGENCY REPRESENTATION.

(5) The failure of a licensee to timely give a buyer or seller the agency disclosure brochure or the failure of a licensee to properly and timely obtain any written agreement or confirmation required by this chapter shall be a violation of the Idaho real estate license law and may subject the licensee to disciplinary action according to the provisions of sections 54-2058 through 54-2078, Idaho Code.

(6) Neither the commission brochure nor the representation confirmation shall create a brokerage relationship. A separate, signed, written agreement is required for that purpose.