



**Understand Definition:** Make sure you understand what constitutes procuring cause in your jurisdiction. It typically refers to the actions or efforts that result in the successful purchase or sale of a property.

**Documentation:** Keep detailed records of all interactions, communications, and agreements related to the transaction.

**Agency Agreement:** Ensure there is a clear agency agreement in place between the buyer/seller and the real estate agent, outlining the agent's responsibilities and commission structure.

**Initial Contact:** Document when and how the buyer or seller first contacted the agent or brokerage.

**Property Showings:** Keep records of all property showings arranged by the agent, including dates, times, and any feedback received from the buyer.

**Negotiations:** Document all negotiations between the parties, including offers made, counteroffers, and any additional terms or conditions discussed.

**Assistance with Offers:** Note any assistance provided by the agent in preparing and submitting offers, including assistance with paperwork and negotiations.

**Relationship with Other Agents:** If multiple agents are involved in the transaction, document any collaborations or agreements between them regarding the division of commission.

**Closing Process:** Keep track of the progress of the transaction through the closing process, including any hurdles or challenges encountered along the way.

**Closing Documents:** Ensure all necessary closing documents are properly executed and filed, including the final sales contract and any additional paperwork required by local regulations.

**Commission Disputes:** Be prepared to resolve any disputes that may arise regarding the procuring cause of the transaction, including providing documentation and evidence to support your claim.

**Legal Advice:** Seek legal advice if there are any uncertainties or disputes regarding procuring cause or commission entitlement.

**Continuing Education:** Stay updated on any changes or updates to real estate laws and regulations that may affect procuring cause determinations in your area.

**Communication:** Maintain open and clear communication with all parties involved in the transaction to ensure transparency and avoid misunderstandings.

**Ethical Considerations:** Always conduct yourself ethically and professionally, adhering to the highest standards of conduct in all dealings related to the transaction.