



City of Tyler

First Time Homebuyer's Program

900 W Gentry Parkway

Tyler, TX 75702

(903) 531-1303

Realtor's Agreement

All licensed brokers/ agents are welcome to participate in the City of Tyler's First Time Homebuyer's program, but must agree to the following criteria:

1. To negotiate the purchase price at or below the fair market values.
2. Will not require the client to pay any fees at closing or outside of closing other than normal and standard fees, such as Earnest Money, Option Money and Inspection fees.
3. Include in the written contract specific verbiage which will inform the seller and seller's agent that the buyer is participating in the program. An example is: "This contract is contingent upon the buyer being determined eligible for the City of Tyler's First Time Homebuyer Down Payment Assistance Program."
4. Assist the Visual Lead Inspector in obtaining access to the home for lead paint inspection when the home was built prior to 1978. This includes signing and getting the seller and seller's agent to sign all paint disclosures and scheduling the inspection during the option period.
5. Communicate with the lender and the City regarding the amount of funds needed and the grant funds available, in order to maximize the benefits of the program to the buyer.
6. Provide to the City of Tyler:
 - a. A copy of the executed contract
 - b. A copy of the property condition addendum
 - c. A copy of the inspection report
7. Agree to uphold "Fiduciary Duties and Responsibilities to the Buyer".
8. Agree to make a full, fair and timely disclosure to the client of all known facts relevant or material to the transaction.
9. Encourage the buyer to obtain a home inspection and provide a list of at least three (3) inspectors from which they can choose.
10. Provide all documentation as needed for the City to move forward with the applicant.
11. Agree to keep confidential any discussions, facts or information about the client that should not be revealed to others.
12. Attend the closing with the buyer and notify the City if not possible.
13. Be familiar with the guidelines of the City program.

Realtor Signature

Agency

Date



Revised:/ 1/11/2022

1 | Page