

[Date]

[Party A Name]
[Party A Address]

[Party B Name]
[Party B Address]

RE: Neutral Third-Party Representation for Property Located at: [Property Address]

To [Party A Name] and [Party B Name],

This letter confirms that [Agent/Broker Name] of [Company Name] has been engaged to act as a Neutral Third-Party Representative regarding the sale or transfer of the property listed above. This arrangement is made in connection with [Reference Case, e.g., Divorce Settlement, Estate Liquidation, or Partnership Dissolution].

1. Neutrality and Objectivity

The Representative shall remain neutral and will not act as an advocate for either party. All information, offers, and communications received from one party will be shared equally with the other party to ensure transparency.

2. Communication Protocol

To maintain neutrality, all significant communications shall occur via [Email/Joint Meetings/Group Messaging]. Both parties will be copied on all correspondence regarding the listing, marketing, and sale process.

3. Scope of Services

The Representative will perform standard real estate duties, including:

- Providing an objective Broker Price Opinion (BPO) or Comparative Market Analysis (CMA).
- Marketing the property to the general public.
- Presenting all offers to both parties simultaneously.
- Facilitating the execution of closing documents.

4. Conflict of Interest

If a conflict of interest arises, the Representative will disclose it immediately. The Representative will not provide legal or tax advice; both parties are encouraged to consult their respective legal counsel.

5. Cooperation

Both parties agree to cooperate with the Representative regarding property access, maintenance, and the signing of necessary documentation required by law to facilitate the sale.

By signing below, both parties acknowledge and agree to the terms of this Neutral Third-Party Representation.

[Party A Signature]

[Party B Signature]

[Agent/Broker Signature]