

January 27, 20\_\_ (TO BE PLACED ON CLIENT'S COMPANY LETTERHEAD)

Broker's Name  
Company  
Address  
City, State Zip Code

Dear Broker's Name:

You are hereby appointed sole broker and granted the exclusive right to obtain a lease or purchase of premises on our behalf, commencing on the date of this agreement until December 31st, 20\_\_.

You will enlist the best efforts of your firm in an effort to secure a location satisfactory to us, and if you deem it necessary, you will also solicit the cooperation of other real estate brokers. We will refer to you all inquiries and offerings received by us and all negotiations shall be conducted solely by you or under your direction, subject to our final approval.

You will acquire the details on all contemplated or presently available locations and carefully selected and present to us, at a time convenient to us, those which in your opinion are the most suitable for our occupancy. If and when we decide on a location, you will negotiate the terms of the purchase or lease on our behalf and in our interest, taking advantage of your knowledge of real estate values and rentals, and terms of the numerous sales and leases previously negotiated by your firm.

If for any reason, we are dissatisfied with the level of service you are providing us during the term of this agreement, we reserve the right to terminate it with written notification to you of such termination.

Unless otherwise agreed, you will look only to the landlord or seller, as the situation may be for your commission or fee. Subsequent to the termination of this agreement, we shall continue to recognize you as our exclusive broker, in accordance with the terms hereof, with respect to any prospective locations or owners which you have submitted to us during the term of this agreement.

Sincerely,

Client Company Name

By: \_\_\_\_\_

Client Authorized Signature

Agreed: \_\_\_\_\_

\_\_\_\_\_

Broker's Name

Date