

Giving Notice That Counts

Written, signed, delivered — using the contact info in the Agreement.

EVERY NOTICE MUST BE (F201 • C.1)

- ☐ In writing and legible.
- ☐ Signed by the party giving it.
- ☐ Delivered — and the SENDER carries the burden to prove delivery.

THE WAYS TO DELIVER NOTICE

- **In person** — hand it to the party.
- **Delivery Service** — to an address included in the Agreement for receiving Notice.
- **Email** — to the email address included in the Agreement for receiving Notice.
- **Fax** — to a fax number included in the Agreement for receiving Notice.

GET IT RIGHT

- ☐ Send Notice using the contact information included IN the Agreement.
- ☐ You may cc other addresses — but the contact info in the Agreement is what makes delivery valid.
- ☐ Electronic Notice is delivered when SENT — even if it's never opened.
- ☐ An unrepresented party must have their OWN contact information in the Agreement (no Broker to receive for them).
- ☐ A client's Broker can receive Notice for them — except in dual agency.

