



# VALUE ADD OPPORTUNITY

613-615 N O'CONNOR ROAD | IRVING, TX 75061

OFFERING MEMORANDUM

# VALUE ADD OPPORTUNITY

613-615 N O'CONNOR ROAD | IRVING, TX 75061

## EXCLUSIVELY LISTED BY



**DREW BOROUGHS**  
ASSOCIATE

DIR (214) 295-2790  
MOB (903) 539-9971  
[drew.boroughs@matthews.com](mailto:drew.boroughs@matthews.com)  
LIC # 726278 (TX)



**ANDREW IVANKOVICH**  
SENIOR ASSOCIATE

DIR (214) 692-2037  
MOB (626) 807-3586  
[andrew.ivankovich@matthews.com](mailto:andrew.ivankovich@matthews.com)  
LIC # 678815 (TX)



**ANDREW GROSS**  
MARKET LEADER

DIR (214) 295-4511  
MOB (435) 659-1404  
[andrew.gross@matthews.com](mailto:andrew.gross@matthews.com)  
LIC # 01987860 (CA)

## BROKER OF RECORD

KYLE MATTHEWS

LIC # 9005919 (TX)

**MATTHEWS**<sup>TM</sup>  
REAL ESTATE INVESTMENT SERVICES





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SECTION 1

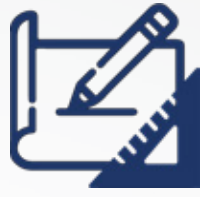
# EXECUTIVE SUMMARY





\$1,149,000

LIST PRICE



\$65.02

PRICE/ SF



8.78%

CAP RATE



±17,617 SF

GLA



\$100,917

NOI



1962

YEAR BUILT

## PROPERTY HIGHLIGHTS

### TOP MSA

- The subject property is in the heart of Dallas Fort-Worth MSA (4th Largest in the Country) Priced well below replacement cost
- There are over 77,000 - 225,000 residents within the 2-mile and 5-mile radius of the subject property

### VALUE ADD OPPORTUNITY

- All tenants operate on short-term leases. Through renewals and assigning longer leases, there is immediate upside for an experienced investor

### BELOW MARKET RENT

- While the property is only generating slightly below \$11.00 / Gross PSF, CoStar reports that this submarket is demanding \$19.00 - \$20.00 / Gross PSF. This spread offers substantial upside for a Value Add-Investor

### STRATEGICALLY LOCATED

- Located on a busy thoroughfare and just minutes away from Highway 183 and Loop 12 providing ease of access throughout the metroplex
- Two Major Airports within 10 Miles - DFW International Airport is the #4 Busiest Airport in The World and Dallas Love Field is ranked as one of the nation's fastest growing airports in the past 10 years.

### HISTORICAL OCCUPANCY

- 89% Leased with majority Long-Term Tenants

### MEDICAL OFFICE BUILD OUT AND TENANT BASE

- Suites have been Improved for Medical and General Office Use
- Over 50% of the building is leased to successful Medical Practices

SECTION 2

# FINANCIAL SUMMARY



## PROPERTY SUMMARY

<b>PROPERTY NAME</b>	O'Connor Gardens Office Park
<b>ADDRESS</b>	613-615 N O'Connor Road
<b>LOCATION</b>	Irving, Texas
<b>SQUARE FOOTAGE (NRA)</b>	17,617
<b>APN(S)</b>	32-28950-000-019-01-00
<b>YEAR BUILT / RENOVATED</b>	1964
<b>TYPE OF OWNERSHIP</b>	Fee Simple
<b>ZONING</b>	Commerical
<b>PARKING STALLS (#)</b>	78
<b>PARKING STALLS PER 1,000 SF</b>	4

For more financing information,  
please contact a Matthews™  
Capital Markets Agent:

Patrick Flanagan  
(956) 564-2922  
[patrick.flanagan@matthews.com](mailto:patrick.flanagan@matthews.com)

## FINANCIAL OVERVIEW

	IN-PLACE TOTAL	\$ PSF
<b>INCOME</b>		
RENTAL INCOME	\$181,740	\$10.28
<b>EXPENSES</b>		
REAL ESTATE TAXES	\$28,828	\$1.63
INSURANCE	\$5,996	\$0.34
CAM	\$38,730	\$2.19
R&M (4% EGI)	\$7,269	\$4.57
<b>TOTAL OPERATING EXPENSES</b>	<b>\$80,823</b>	<b>\$4.57</b>
<b>NET OPERATING INCOME</b>	<b>\$100,917</b>	<b>\$5.71</b>





## RENT ROLL

SUITE	TENANT	LEASE START	LEASE END	SQUARE FEET	% OF NRA	CONTRACT RENTAL RATE		RENT \$ PSF	
						YEAR	MONTH	\$ PSF/YR.	\$ PSF/MO.
1 & 2	Vacant	MTM	Jan-00	1,789	10.9%	-	\$0	\$0.00	\$0.00
6	Millenium	MTM	Jan-00	1,220	7.5%	\$14,640	\$1,220	\$12.00	\$1.00
8	Millenium	MTM	Jan-00	900	5.5%	\$13,560	\$1,130	\$15.07	\$1.26
9	Millenium	MTM	Jan-00	1,050	6.4%	\$10,800	\$900	\$10.29	\$0.86
10	Millenium	MTM	Jan-00	750	4.6%	\$12,600	\$1,050	\$16.80	\$1.40
11	Millenium	MTM	Jan-00	1,150	7.0%	\$9,000	\$750	\$7.83	\$0.65
12	Millenium	MTM	Jan-00	1,128	6.9%	\$13,800	\$1,150	\$12.23	\$1.02
21	Hairloss Clinic	Jan-00	Oct-22	656	4.0%	\$8,700	\$725	\$13.26	\$1.11
21B	Swift Garage Door	Jan-00	Aug-21	780	4.8%	\$8,400	\$700	\$10.77	\$0.90
22	All Star Mgmt	Jan-00	Apr-20	520	3.2%	\$6,600	\$550	\$12.69	\$1.06
23	Otilia Nuno	MTM	Jan-00	525	3.2%	\$7,200	\$600	\$13.71	\$1.14
23A	Glenda Oblianda	MTM	Jan-00	250	1.5%	\$3,000	\$250	\$12.00	\$1.00
24A	Cheryl Christensen	MTM	Jan-00	964	5.9%	\$11,400	\$950	\$11.83	\$0.99
24B	Cheryl Christensen	MTM	Jan-00	140	0.9%	\$1,800	\$150	\$12.86	\$1.07
26	Varitex Clinic	MTM	Jan-00	300	1.8%	\$3,300	\$275	\$11.00	\$0.92
27	Varitex Clinic	MTM	Jan-00	750	4.6%	\$9,300	\$775	\$12.40	\$1.03
27A	LaKesha Ross/Tony	MTM	Jan-00	700	4.3%	\$9,000	\$750	\$12.86	\$1.07
28	Cheryl Christiansen	MTM	Jan-00	450	2.8%	\$6,000	\$500	\$13.33	\$1.11
29	MAB Remodeling	Jan-00	Jul-20	312	1.9%	\$5,400	\$450	\$17.31	\$1.44
30	State of Texas	Jan-00	Dec-20	326	2.0%	\$5,100	\$425	\$15.64	\$1.30
31	Juan Cepeda	Jan-00	Mar-20	360	2.2%	\$5,100	\$425	\$14.17	\$1.18
34	Millenium	MTM	Jan-00	1,323	8.1%	\$17,040	\$1,420	\$12.88	\$1.07
<b>Occupied Totals - In Place</b>				<b>14,554</b>	<b>89.1%</b>	<b>\$181,740</b>	<b>\$15,145</b>	<b>\$12.49</b>	<b>\$1.04</b>
<b>Vacant Totals</b>				<b>1,789</b>	<b>10.9%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Totals</b>				<b>16,343</b>	<b>100.0%</b>	<b>\$181,740</b>	<b>\$15,145</b>	<b>\$11.12</b>	<b>\$0.93</b>



LIVELY PARK



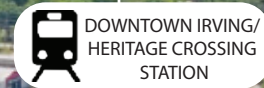
**O'CONNOR GARDENS OFFICE PARK**  
613-615 N O'CONNOR RD

E UNION BOWER RD

N O'CONNOR RD  
± 22,000 VPD



IRVING POLICE DEPARTMENT



N O'CONNOR RD  
± 22,000 VPD

E UNION BOWER RD

**O'CONNOR GARDENS OFFICE PARK**  
613-615 N O'CONNOR RD



SECTION 3

# AREA OVERVIEW



**240,000**  
IRVING RESIDENTS

**13th**  
LARGEST CITY  
IN THE STATE

**3.34%**  
1-MILE PROJECTED GROWTH  
RATE 2020-2025

**POPULATION**

	1-Mile	3-Mile	5-Mile
2025 Projection	21,545	129,999	233,458
2020 Population	20,844	125,883	224,395
2010 Population	19,567	118,858	201,892

**HOUSEHOLDS**

	1-Mile	3-Mile	5-Mile
2025 Projection	6,183	40,953	82,474
2020 Population	6,007	39,789	79,251
2010 Population	5,782	38,361	71,211

**INCOME**

	1-Mile	3-Mile	5-Mile
Avg Household Income	\$60,269	\$71,469	\$72,061

# IRVING, TX

Irving, Texas, is centrally situated between Dallas and Fort Worth, and it is home to more than 240,000 residents. The city’s rich diversity is exhibited by its population and the number of languages spoken by residents. While Irving is in the center of a large metropolitan area, its beautiful green spaces — including exceptional golf courses and more than 80 parks on 1,873 park acres — beg outdoor activity. Irving’s Champion Trail offers 13 miles of walkable, bikeable trail. Irving is the first city to share a major connection along the Trinity Trail System, a regional network that will ultimately span 250 miles and connect 16 counties across North Texas. The City of Irving also is home to six full-time recreation centers that offer a variety of indoor sports and children’s programs, four aquatic centers, and a dog park.

Irving offers the world-class Irving Arts Center that hosts live theater, ballet, and symphony performances, as well as national and local visual exhibits. The Toyota Music Factory offers an 8,000-seat amphitheater and numerous dining and retail opportunities. The Irving Convention Center at Las Colinas features nearly 100,000 square feet of meeting and exhibit space and is served by a 350-room Westin Convention Center Hotel.

Irving’s state-of-the-art transportation options include two large airports, light and heavy rail, and several major highways, providing easy access to North Texas and beyond. Of Irving’s 67.9 square miles of land area, more than 23-square miles are dedicated to master-planned developments and districts. These well-designed developments include the Heritage Crossing District, Las Colinas, Valley Ranch, and multiple retail centers. Irving has more than 100 shopping centers and more than 500 restaurants offering a variety of cuisines. Irving also boasts three fully accredited institutions of higher learning: DeVry Institute of Technology, North Lake College, and the University of Dallas.

# ECONOMY

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Irving enjoys a strong economy. Over the last year, Irving has seen a 3.3% increase in the job market. Over the next decade, Irving will see a 44.1% job growth. The 2019 unemployment rate at Irving was 2.9%, which was less than the national average. The city of Irving is home to almost 8,500 businesses, 53 of which are Fortune 500 Companies. Several Fortune 1000 companies are headquartered in Irving including Exxon Mobil, McKesson, Fluor, Kimberly-Clark, Pioneer Natural Resources, and many more.



# DEVELOPMENTS

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**NEIGHBORLY'S SECOND HEADQUARTERS:** Neighborly, one of the world's largest home services franchisor, is opening a second headquarters at a 34,000 square foot office space in the central Las Colinas/Irving submarket. The location will be used to expand its IT and digital marketing teams. The headquarters is expected to open by April 2021. The company plans on having at least 60 associates in the office by December 2022 and over 200 full-time associates by the end of 2026.

**MIXED-USE DEVELOPMENT ON FORMER DALLAS COWBOYS STADIUM:** The city of Irving is planning on constructing a mixed-use development at the former site of the Texas Stadium. The 1,000-acre site will include over 9,200 single and multifamily residential units, office and retail space, green space, hotels, entertainment venues, and a new light rail station. The city expects this development to boost the city's tax base for decades to come. The development is expected to sustain over 20,500 jobs and is expected to be completed in 2024.



# DFW

The Dallas–Fort Worth metroplex encompasses 11 counties. It is the economic and cultural hub of North Texas and the most populous metropolitan area in both Texas and the Southern United States, the fourth-largest in the U.S., and the tenth-largest in the Americas. The metropolitan region’s economy is primarily based on banking, commerce, insurance, telecommunications, technology, energy, healthcare, medical research, transportation, and logistics. As of 2020, Dallas–Fort Worth is home to 24 Fortune 500 companies, the third-largest concentration of Fortune 500 companies in the United States behind New York City and Chicago. In 2016, the metropolitan economy surpassed Houston to become the fourth-largest in the U.S. The Dallas–Fort Worth metroplex boasted a GDP of just over \$620.6 billion in 2020. If the Metroplex were a sovereign state, it would have the twentieth largest economy in the world as of 2019.



**7.6M**  
DFW  
MSA POPULATION



**\$620.6B**  
GROSS METRO  
PRODUCT



**24**  
FORTUNE 50  
COMPANIES



**3rd Largest**  
U.S. METROPOLITAN  
AREA



# BANKING & FINANCE

Banking and finance play a key role in the area's economy. DFW recently surpassed Chicago to become the second-largest financial services hub in the nation, eclipsed only by New York.



# INFORMATION TECHNOLOGY

The Metroplex also contains the largest Information Technology industry base in the state (often referred to as Silicon Prairie or the Telecom Corridor, especially when referring to US-75 through Richardson, Plano and Allen just north of Dallas itself). This area has a large number of corporate IT projects and the presence of numerous electronics, computing and telecommunication firms



## COMPANIES HEADQUARTERED IN DFW

- » AT&T, the largest telecommunications company in the world, is headquartered at the Whitacre Tower in downtown Dallas.
- » ExxonMobil and McKesson, respectively the 2nd and 7th largest Fortune 500 companies by revenue, are headquartered in Irving, Texas.
- » Fluor, the largest engineering & construction company in the Fortune 500, is also headquartered in Irving.
- » In October 2016, Jacobs Engineering, a Fortune 500 company and one of the world's largest engineering companies, relocated from Pasadena, California to Dallas.
- » Toyota USA, in 2016, relocated its corporate headquarters to Plano, Texas.
- » Southwest Airlines is headquartered in Dallas and has more than 58,000 employees.





**GRAPEVINE/SOUTHLAKE/  
COPPELL/WESTLAKE**

CORE-MARK\*\*  
GAMESTOP  
SABRE

**IRVING**

EXXON MOBILE  
MCKESSON  
FLUOR  
KIMBERLY-CLARK  
PIONEER NATURAL RESOURCES  
VISTRA ENERGY  
CELANESE  
MICHAELS COS.  
COMMERCIAL METALS  
FLOWSERVE  
DARLING INGREDIENTS  
NEXSTAR MEDIA GROUP

**FORT WORTH**

AMERICAN AIRLINES GROUP  
RANGE RESOURCES

**ARLINGTON**

D.R. HORTON

**DENTON**

SALLY BEAUTY  
GUTTERTH

**MCKINNEY**

TORCHMARK CORP.

**PLANO**

J.C. PENNEY  
YUM CHINA HOLDINGS  
ALLIANCE DATA SYSTEMS  
CINEMARK HOLDINGS  
RENT-A-CENTER

**RICHARDSON**

LENNOX INTERNATIONAL  
FOSSIL GROUP

**DALLAS-LBJ CORRIDOR**

TEXAS INSTRUMENTS  
BRINKER INTERNATIONAL  
ATMOS ENERGY

**DOWNTOWN DALLAS**

AT&T  
ENERGY TRANSFER EQ.  
TENET HEALTHCARE  
HOLLYFRONTIER  
JACOBS ENGINEERING GROUP  
DEAN FOODS  
BUILDERS FIRSTSOURCE  
ENLINK MIDSTREAM  
NEIMAN MARCUS GROUP  
COMERICA  
PRIMORIS SERVICES  
TRINITY INDUSTRIES

**SUBJECT  
PROPERTY**

**DALLAS LOVE FIELD**

SOUTHWEST AIRLINES

# DALLAS, TX

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Dallas is a city where big ideas meet big opportunity. The city revolves around a bustling downtown area that expands through an assortment of neighborhoods and commercial centers, supported by a network of freeways that exceeds almost any other city. It boasts the largest urban arts district in the nation.

The central core of Dallas has experienced a steady and significant growth that speaks to its highly diversified economy. It has become a hub for real estate and business, establishing itself as one of the largest concentrations of corporate headquarters for publicly traded companies such as American Airlines, Neiman Marcus, Kimberly-Clark, JCPenney, ExxonMobil and many others.

The Dallas economy is expected to grow over the next couple of decades making it the perfect time to not only invest in Dallas real estate but also relocate. As the 9th largest city in the country, Dallas has something for everyone. It combines clashing images of the city skyline and cowboy vibes. Yet, the city of Dallas describes itself best with the motto: "Big Things Happen Here."

## **BEST PLACE TO RETIRE 2020**

- FORBES 2020

## **#2 BEST PLACE FOR BUSINESS AND CAREERS**

- FORBES 2019

## **#1 VISITOR AND LEISURE DESTINATION IN TEXAS**

- VISIT DALLAS



# MAJOR SHOPPING & ENTERTAINMENT DISTRICTS

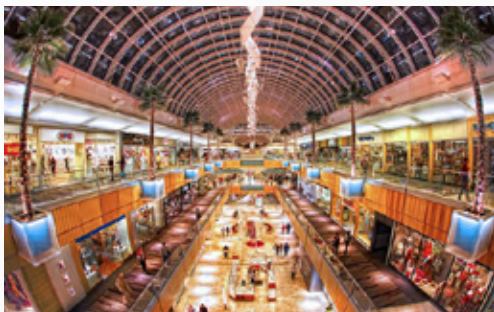
In addition to its large number of businesses, Dallas has more shopping centers per capita than any other city in the United States and is also home to the second shopping center ever built in the United States, Highland Park Village, which opened in 1931.

Dallas is home of the two other major malls in North Texas. Both malls feature high-end stores and are major tourist draws for the region:

- Galleria Dallas, a unique urban shopping destination with attached hotel and office buildings, has nearly 200 nationally and internationally recognized shops and restaurants surrounding an impressive ice rink. It hosts 19 million visitors annually.
- North Park Center is 2.3 million sq. ft. with over 235 distinctive stores and restaurants. It features museum-quality modern art pieces and is the second largest mall in Texas.

Downtown Dallas is home to Neiman Marcus' flagship store as well as boutiques, restaurants, clubs, and a growing farmers market scene. Nearby West Village, Deep Ellum, the Cedars, and Uptown are popular mixed-use destinations for shops and restaurants.

The Dallas area has more restaurants per capita than any other U.S. city. Clusters of unique restaurants and shops are scattered throughout the city, notably in destinations in Downtown, Uptown, Bishop Arts District, Deep Ellum, Greenville Avenue, Knox-Henderson, and Lakewood. The newest center of dining is Trinity Groves, an evolving 15-acre restaurant, artist, and entertainment destination in West Dallas.



# DALLAS CULTURE

Dallas boasts the largest concentrated urban arts district in the nation. The Dallas Arts District was established in 1983 to centralize the art community and provide adequate facilities for cul-tural organizations. Institutions include the Dallas Museum of Art the Morton H. Meyerson Symphony Center the Dallas Theater Center the Booker T. Washington High School for the Performing and Visual Arts the Trammell and Margaret Crow Collection of Asian Art and the Nasher Sculpture Center.

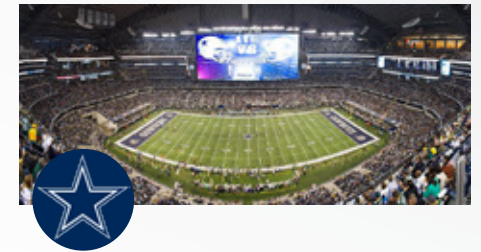


# DALLAS EVENTS

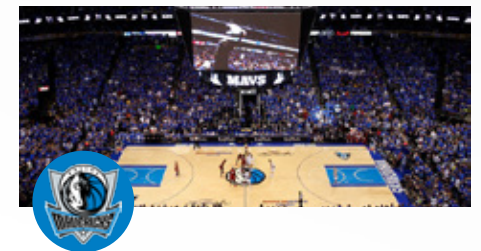
State Fair of Texas, which has been held annually at Fair Park since 1886. The Fair is a massive event, bringing in an estimated \$350 million to the city's economy annually. The Red River Shootout, which pits the University of Texas at Austin against The University of Oklahoma at the Cotton Bowl also brings significant crowds to the city. The city also hosts the State Fair Classic and Heart of Dallas Bowl at the Cotton Bowl. Other well-known festivals in the area include several Cinco de Mayo celebrations hosted by the city's large Mexican American population, and Saint Patrick's Day parade along Lower Greenville Avenue, Juneteenth festivities, Taste of Dallas, the Deep Ellum Arts Festival, the Greek Food Festival of Dallas, and the annual Halloween event "The Wake" featuring lots of local art and music.



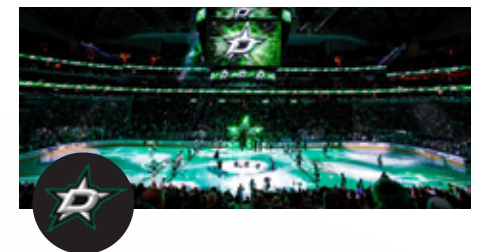
**TEXAS RANGERS**  
(Major League Baseball)



**DALLAS COWBOYS**  
(National Football League)



**DALLAS MAVERICKS**  
(National Basketball Association)



**DALLAS STARS**  
(National Hockey League)

## CONFIDENTIALITY AGREEMENT & DISCLAIMER

This Offering Memorandum contains select information pertaining to the business and affairs of **O'Connor Gardens Office Building** located at **613-615 N O'Connor Blvd, Irving, TX 75061** ("Property"). The Offering Memorandum may not be all-inclusive or contain all of the information a prospective purchaser may desire. The information contained in this Offering Memorandum is confidential and furnished solely for the purpose of a review by a prospective purchaser of the Property. It is not to be used for any other purpose or made available to any other person without the written consent of Seller or Matthews Real Estate Investment Services. The material and information in the Offering Memorandum is unverified. Matthews Real Estate Investment Services has not made any investigation, and makes no warranty or representation, with respect to square footage, income and expenses, the future financial performance of the property, future rent, and real estate value market conditions, the condition or financial prospects of any tenant, or the tenants' plans or intentions to continue to occupy space at the property. All prospective purchasers should conduct their own thorough due diligence investigation of each of these areas with the assistance of their accounting, construction, and legal professionals, and seek expert opinions regarding volatile market conditions given the unpredictable changes resulting from the continuing COVID-19 pandemic. The information is based in part upon information supplied by the Owner and in part upon financial information obtained from sources the Owner deems reliable. Owner, nor their officers, employees, or real estate agents make any representation or warranty, express or implied, as to the accuracy or completeness of this Offering Memorandum, or any of its content, and no legal liability is assumed or shall be implied with respect thereto. Prospective purchasers should make their own projections and form their own conclusions without reliance upon the material contained herein.

By acknowledging your receipt of this Offering Memorandum for the Property, you agree:

1. The Offering Memorandum and its contents are confidential;
2. You will hold it and treat it in the strictest of confidence; and
3. You will not, directly or indirectly, disclose or permit anyone else to disclose this Offering Memorandum or its contents in any fashion or manner detrimental to the interest of the Seller.

Matthews Real Estate Investment Services is not affiliated with, sponsored by, or endorsed by any commercial tenant or lessee in the Offering Memorandum. The presence of any corporation's logo or name is not intended to indicate or imply affiliation with, or sponsorship or endorsement by, said corporation of Matthews Real Estate Investment Services.

Owner and Matthews Real Estate Investment Services expressly reserve the right, at their sole discretion, to reject any and all expressions of interest or offers to purchase the Property and to terminate discussions with any person or entity reviewing this Offering Memorandum or making an offer to purchase the Property unless and until a written agreement for the purchase and sale of the Property has been fully executed and delivered.

If you wish not to pursue negotiations leading to the acquisition of the Property or in the future you discontinue such negotiations, then you agree to purge all materials relating to this Property including this Offering Memorandum.

A prospective purchaser's sole and exclusive rights with respect to this prospective transaction, the Property, or information provided herein or in connection with the sale of the Property shall be limited to those expressly provided in an executed Purchase Agreement and shall be subject to the terms thereof. In no event shall a prospective purchaser have any other claims against Seller or Matthews Real Estate Investment Services or any of their affiliates or any of their respective officers, Directors, shareholders, owners, employees, or agents for any damages, liability, or causes of action relating to this solicitation process or the marketing or sale of the Property.

This Offering Memorandum shall not be deemed to represent the state of affairs of the Property or constitute an indication that there has been no change in the state of affairs of the Property since the date this Offering Memorandum.

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## **BROKER OF RECORD**

KYLE MATTHEWS

LIC # 9005919 (TX)

**MATTHEWS**<sup>TM</sup>  
REAL ESTATE INVESTMENT SERVICES





## Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

### TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

### A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

### A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

### TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

Kyle Matthews/Matthews Retail Group Inc.	<b>678067</b>	<b>kyle.matthews@matthews.com</b>	<b>(310) 919-5757</b>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<b>Kyle Matthews</b>	<b>678067</b>	<b>kyle.matthews@matthews.com</b>	<b>(310) 919-5757</b>
Designated Broker of Firm	License No.	Email	Phone
_____ Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
_____ Sales Agent/Associate's Name	License No.	Email	Phone

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date