



BROKER/CLIENT REFERRAL POLICY

1. Broker must register Client upon Client's first visit to our community by fully completing the Agent/Broker Referral Agreement, available through our Sales Office.
2. No subsequent Broker registrations will be allowed for Clients registered by on-site sales staff with no Broker upon their first visit.
3. Broker will be paid the referral fee through the escrow company upon close for sales written with Broker's Client, within 90 days of the date of broker registration, provided the registration occurred upon the Client's first visit.
4. If more than one Broker registers the same Client, the referral fee will be paid to the Broker who is confirmed by the Client/Purchaser at the time of sale regardless of the order of registration.
5. Broker will not represent the Client/Purchaser as their agent in this transaction. Seller Representatives will communicate directly with Purchaser and Purchaser is solely responsible for all communications with their Lender and the Seller.
6. Seller Representatives will complete all of the necessary paperwork, including written offers, execution of the contract, escrow follow-up, and administration of the purchase transaction.
7. All referral fees are subject to verification that Broker and Broker's Representatives hold valid and active real estate licenses in the State where the community resides at time of purchase.