

Policies and Procedures for Real Estate Professionals Referral Group

1. The agent agrees not to directly sell real estate to buyers and will not list property for sale but will work as a referring agent.
2. The agent may introduce a buyer to a new home subdivision and receive commissions as long as the new home subdivision writes the contract and agrees to pay compensation. The contract will be turned over to the office within 24 hours after receipt by the agent.
3. Agent will not be provided office space or use of office equipment,
4. Agent will be provided an email address that will be used to stay in touch with the company.
5. The agent may list one personal property per year. The commission to be placed into MLS will be 3%; a flat \$1,000.00 fee will be paid to the company.
6. The agent may buy one personal property per year and may use the commission toward down payment or closing costs with the exception of \$1,000.00 to be paid to the company.
7. In items 5 and 6 the agent must disclose to all parties in writing that they are a licensed real estate agent as required by law.
8. The agent agrees to refer all residential, commercial and property management business to Century 21 Real Estate Professionals through its relocation director.
9. Pre-qualification for buyers is available through our in-house mortgage company Premier Mortgage Capital. Real estate closings will be referred to our in-house title company First Place Title.
10. Agent will work as an independent contractor and will be responsible for paying any and all taxes.

Commissions and Fees

Real Estate Professionals Referral Group will receive a 25% referral fee from Century 21 Real Estate Professionals. The company (Real Estate Professionals Referral Group) will split the commission with the agent as follows:

New homes will be paid on a 50/50 split. On all other transactions the agent will receive 60% of the referral fee.

Transaction fee: A \$35 transaction-processing fee will be paid out of each closing.

