



REALTOR BROKER POLICY

The Following Guidelines Outline the Highland Homes Realtor/Broker Policy.

Guideline One: Highland Homes pays a **3% commission** at closing to the Real Estate Brokerage Office. Commission is paid based on total sales price not including closing costs and pools. Should a buyer default subsequent to the full execution of the contract, no commission will be paid to the referring Broker. On **Construction Perm** financing, **all** of the Broker commission will be paid at the upfront CP closing. On End loan financing, the broker commission will be paid at the end after the home is built and closing takes place. **Highland Homes does not pay any fees other than the commission shown in this agreement** and any agreement between the Buyer and Realtor/Broker for the Buyer to pay additional fees must be handled outside of the closing and not shown on the Closing Disclosure. All commissions will be paid to Broker directly and will not be applied as discounts, towards closing costs or any other form of alternative compensation. All checks will be mailed directly to Broker listed below which Realtor's License is considered to be active with at time of Buyer Registration with Highland Homes.

We are currently offering a **bonus incentive** on executed net Purchase and Sales Agreements signed 01/01/19-12/31/19. Bonuses paid in order of closing and will be paid concurrently at time commission check is issued. Bulk purchases (multiple purchases per buyer) count as one qualifying bonus.

- 1st Sale: No Bonus
- 2nd Sale: \$500 Bonus
- 3rd Sale: \$1,000 Bonus
- 4th and Subsequent Sales: \$1,500 Bonus (per sale)

Guideline Two: The referring Brokerage Office Realtor **must register their customer** with Highland Homes prior to the initial buyer visit or by personally escorting their customer to the Highland Homes community. Registration can be via telephone, email, or by using the Buyer Pre-Registration Form on the Highland Homes website. In the event the referring Broker or Realtor signing the registration form terminates his/her employment and joins another office after prospect initial registration, the commission shall be payable to the Brokerage Office designated on the registration form. If a customer states they were not referred by a Realtor, no commission will be paid.

Guideline Three: The registration shall be effective for a **period of three months** (90 days) from the date of registration. Upon the expiration of the registration period, no referral, Brokerage Office commissions or compensation will be paid in connection with any transaction which is consummated with a customer who had previously registered. **To extend the registration protection**, the Broker or Realtor must re-register using any of the above stated methods. If the 90 day registration protection period expires, and the customer is registered by another Realtor, the most recent Brokerage Office Realtor will be recognized and that Brokerage Office will receive the earned commission should a sale take place.

Guideline Four: All Buyers must belong to the Real Estate Brokerage office without question. However, no offers to purchase, deposit receipts, or contracts of sale shall be presented to or accepted by Highland Homes unless the same are on Highland Homes' forms provided and prepared by a Highland Homes representative. (Any exception must be approved by the Highland Homes corporate office.) The Realtor must be a State of Florida licensed Realtor and have a current license active with a State of Florida Real Estate Brokerage Office. Once a sales contract is signed and accepted by Highland Homes, an electronic copy will be sent to Realtor and Broker. Any questions regarding the status or progress of a sale pending must be handled through a Highland Homes Sales Counselor.



BUYER(S) INITIALS _____



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Highland Homes will assist in converting your prospect into a buyer. Highland Homes Sales Counselors are real estate professionals trained in new home sales. Whether your customer prefers an existing new home or a new home to be built, we are available to be of assistance to you. Highland Homes will work with you in converting your prospect to a buyer from demonstration to follow-up and right up through closing.

All parties are in agreement with the policy for the following registered buyer:

Buyer(s):	
Buyer Address:	
Buyer Telephone Numbers:	
Buyer Email	
Co-Buyers Name	
Co-Buyers Telephone Numbers:	

Date of Buyer's initial visit:	
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Realtors Name:	
Realtor Company	
Broker Name:	
Realtor Phone:	
Realtor Office Phone	
Realtor Other Phone:	

BUYER: _____ DATE: _____

CO-BUYER: _____ DATE: _____

REALTOR: _____ DATE: _____

SELLER: _____ DATE: _____
 Highland Holdings Inc.