



## 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. We are currently offering an **additional 1% bonus commission**, making the total commission **4% at this time**. If closing costs are financed, commission will not be paid on the closing costs. Should a buyer default subsequent to the execution of the contract, no commission will be paid to the referring Broker or Realtor. On **Construction Perm** financing, **All** of the Realtor commission will be paid at the upfront CP closing. On End loan financing, the Realtor commission will be paid at the end after the home is built and closing takes place.

**Guideline Two:** The referring Brokerage Office Realtor is requested to **personally escort** their customer to the Highland Homes community to introduce their customer to the Highland Homes Sales Counselor on duty who will assist in completing the registration form. Telephone registrations by the Broker/Realtor are acceptable with acknowledgement by the buyer. Registration of a customer is recognized only for the community where the registration took place. Registration must take place in each individual Highland Homes community. In the event the referring Broker or Realtor signing the registration form terminates his/her employment and joins another office prior to approval or closing, 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 six months** (180 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 again bring the customer to the Highland Homes model center and re-register. If your six months registration protection period expires, and the customer is registered by another Realtor, the last 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 with out 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 part of a state of Florida Real Estate Brokerage Office. Once a sales contract is signed and accepted by Highland Homes, a copy will be sent to you by our Sales Counselors. Any questions regarding the status or progress of a sale pending must be handled through a Highland Homes Sales Counselor.

**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 follow through right up through closing.

**Working Together Means Increased Earnings. All parties are in agreement with the policy for the following registered buyer:**

Buyer(s):	
Buyer Address:	
Buyer Home Phone:	
Buyer Work Phone:	
Buyer Cell Phone:	
Buyer Email	
Co-Buyers Name	
Co-Buyers Home Telephone	
Co-Buyers Work Telephone	
Buyer Cell Phone:	
Date of Buyer's initial visit:	
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.