



## REALTOR CO-OP GUIDELINES

### Client Registration

1. The REALTOR must accompany and register the prospect on the prospect's first visit to the sales information center or register the prospect on-line before the prospect has made any contact with the Builder or any of the Builder's sales staff. Be assured our communication will be directed only with you (not your client) until you feel the appropriate time for us to communicate directly.
1. The REALTOR is protected against a direct sale by this builder for **30 days**.
2. After **30 days**, the REALTOR – BUILDER agency relationship must be re-established in writing by re-registering the prospect.
3. Any dispute arising among REALTORS due to these guidelines shall be resolved by the REALTOR Brokers involved.
4. The Builder acknowledging this agreement has a single price policy. The same price whether a home is sold directly by the Builder's sales person or in conjunction with a co-oping REALTOR.
5. The selling Broker's commission will be \_\_\_\_\_% of the base price (Home & Lot) per the Price Work-up Sheet.
6. The Broker's commission is paid up closing and funding of the real estate transaction.
7. The Builder's sales staff is prepared and trained to:
  - a. Show the prospect the product, answer all questions and communicate directly with the prospect as necessary.
  - b. Write the contract on the Builder's forms, prepare change orders, discuss and facilitate financial programs and commitments.
  - c. Assist and facilitate final walkthroughs, new home orientations and the closing phase of the real estate transaction with one of our preferred title companies.
8. All parties below hereby acknowledge receipt of a copy of this document.

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
REALTOR and phone #                      DATE

\_\_\_\_\_  
BUILDER                                      DATE

\_\_\_\_\_  
Co-op Broker Name (Please Print)

\_\_\_\_\_  
Builder Sales Office Phone

\_\_\_\_\_  
Co-op Broker Office Phone

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Prospect's Name (Please Print)