



## BROKER POLICY



We have created this Broker Policy information to ensure that you, your company and your clients have all the necessary information and eligibility requirements to take advantage of our broker referral opportunities.

When you bring your clients to a Signature Homes community, our experienced team will make the homebuying process easy for you and your homebuyer clients. Connect with our community Sales Associates to learn more about our broker referral benefit for each neighborhood.

**Under the following conditions, a Referral Fee will be paid upon successful close of escrow.**

- 1 Broker/Agent must bring the client in person to the sales office on the clients' first visit to the community and complete the Signature Homes Broker Registration form.
- 2 Phone/Fax/Email registrations will not be permitted.
- 3 Broker/Agent must have an active California Broker/Agent license and currently be actively selling real estate.
- 4 Broker/Agents purchasing a home for themselves from Signature Homes, Inc. will not receive a referral fee.
- 5 Referral Fees shall not be earned until a successful close of escrow has occurred, and shall be payable at close of escrow.
- 6 If the client has previously visited the community or has been previously registered by another broker/agent or as a homeowner referral, the broker/agent will not be eligible for a referral fee. (Any disputes arising between brokers/agents must be resolved between the brokers.)
- 7 The registration is valid for the specified community on form ONLY.
- 8 All contracts will be on Signature Homes approved forms and completed by Signature Homes licensed real estate representatives only. Signature Homes sales representatives will handle all follow up.
- 9 Registration is valid for 60 days from the signed date on the form.
- 10 Purchase price shall be the base contract price and will not include any options and/or upgrades ordered by Buyer.
- 11 Broker must supply a completed IRS W-9 form prior to (not concurrently with) the close of escrow. Regardless of whether Conditions 1 through 10 above, are complete, if a completed IRS W-9 form is not provided to Signature Homes prior to the close of escrow, a Referral Fee will not be paid under any circumstances.

**Failure to follow any of the above conditions will invalidate any claim to a Referral Fee.**

We look forward to helping you and your clients find the perfect home. Our goal is to help make the buying experience smooth, efficient and rewarding for you and your clients. Thank you for being our partner.

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