



Request for Discounted Commission on a Personal File or Client File

Date: _____

Agent Name: _____

Property Address: _____

Client File

I am requesting less than 2% SAC for a clients listing to be produced and aired on Real Estate Essentials. Please provide details below. In addition to this discount I understand the \$495 Compliance Fee to REE must still be collected and present on the settlement statement to comply with Fair Housing.

Reason for Discount Request:

Personal File

I am requesting _____ % off my personal file be used for the sale or purchase of my home. This will count towards my (1) one personal deal allowed every 12 months.

Additional Details:

In accordance with Office Policies (recapped below for reference) I am aware that I am entitled to apply for a discounted personal file once every 12 months and I agree to follow office policies in full (recapped below for reference).

To ensure my eligibility, I have fulfilled the following requirements:

- I understand and agree that personal properties are not covered under the companies E&O Policy.
- I understand that because my personal property is not covered under the companies E&O Policy, I must use licensed & insured third parties on my personal transaction. Agents shall not complete any major repairs to a property they own and sell.
- I understand and agree that the \$495 Compliance Fee to REE must be billed to myself, and present on the settlement statement, and will be collected by The Company to satisfy fair housing.
- Minimum Employment Period: I have successfully completed a minimum of 180 days of service with Real Estate Essentials.
- Minimum Commitment Period: I commit to remain with Real Estate Essentials for a minimum of 1 year after the completion of the discounted personal file.

I assure you that I have reviewed and understand the process outlined in the Office Policies regarding the application for a discounted personal file. I am fully prepared to comply with all of the necessary procedures and requirements to ensure a smooth and efficient application process. I have also been provided the section of Office Policies as it relates to Personal Files as a reference to be used for the file below.

Agent Signature: _____ Date: _____

Approved - Broker/Owner Signature:

_____ Date: _____

Jay Deher or Cheree Pollock

Notes from

Company: _____

**Office Policies:**

Please see your Office Policies & Procedures or read below for more detailed information

An agent does not have the authority to reduce, defer or replace any portion of the Company's splits or fees without the written consent from the Company. This must be approved PRIOR to the a listing agreement being signed or the property being purchased going under contract. REE does not provide FREE files. However, on occasion we may apply discounts if the process in the Company portal is followed (Office Policies).

- I certify that I am on Title or the Settlement Statement.
- If selling, I will provide the proof of title with this form for approval immediately. This form will not be approved until the proof of title is received.
- If buying, I will ensure the settlement statement shows me as the primary owner at closing and for 1 year after.
- I certify that I am not requesting a discount on this property for anyone other than myself.
- I understand that I must have this form in the Company CRM to be approved prior to the listing agreement being signed, or property being purchased going under contract.
- A Disclosure of Interest Addendum is mandatory for all personal property transactions.
- REE does not waive any broker required forms or commissions on personal property. All files must be submitted via the CRM and turned in within the 72 Hours.
- A single agent may not represent both sides of a sales transaction if the agent or a family member of the agent is a principal or party to the transaction. See broker for additional approval process.
- Agents shall not enter into a contract to sell or flip a property until the agent holds title to the subject property after a conventional closing thereon.
- Agent agrees that agent shall never act as a "middleman" in a real estate transaction.
- The agent is encouraged to provide the buyer with a standard home warranty, from a company of buyer's choice, at the expense of the agent.
- All seller disclosures must be completed and provided regarding any property defects or material information. Standard Seller's Property Condition Disclosures are required on all personal files regardless of the time of ownership, or if you have occupied the property or not during ownership. These must be submitted in the company CRM.
- All parties must use standard state and broker approved forms.
- If the brokerage does not get compensated correctly, the brokerage will deduct the missing compensation from the next file or charge the credit card on file immediately. It will be the responsibility of the agent to pay this and could lead to termination by the Company if prior approval is not obtained.
- For even more detailed information see the Office Policies and your ICA.