



AMERICAN HERITAGE HOMES CORP. REALTOR® Policy

This REALTOR® Policy is designed to encourage a positive experience for all parties when a REALTOR® becomes involved in the custom home building process. We welcome REALTORS® and honor any commission earned according to this policy. This policy explains all of the requirements and expectations of a cooperative agreement between American Heritage Homes Corp. and the REALTOR®.

American Heritage Homes Corp. recognizes two levels of REALTOR® involvement in the sale of one of our homes:

_____ I. REFERRAL PROGRAM: A REALTOR® is entitled to a \$500.00 referral incentive if the REALTOR® recommends
client initials date American Heritage Homes Corp. to a prospective client. In order to receive this incentive the client **must indicate during their first visit** to the model home that they have been referred to American Heritage Homes Corp. by listing the referring REALTORS® name on the Guest Registration form.

This type of incentive means that the REALTOR® has simply given the client a verbal referral, and the client has not signed an Agency Disclosure Statement with the REALTOR®. This also means that the REALTOR® is not required to accompany the client to the model home or participate any further in the home buying/building process with that client.

- a. Registration Process:
 - i. The buyer **must indicate during their first visit** to the model home that they have been referred to American Heritage Homes Corp. by listing the REALTORS® name on a completed Guest Registration form.
 - ii. The Registration form will protect the REALTOR'S® \$500.00 referral fee with this prospective buyer only. Should the REALTOR® refer a different buyer, the above process must be repeated.
- b. Sales Process:
 - i. Once the Guest Registration form has been completed, it is understood by both the client and REALTOR® that the Builder's representatives can contact the client directly.
- c. Payment Process:
 - i. REALTOR® commissions will be paid after American Heritage Homes Corp. starts construction of the home.
 - ii. Payments are made to the REALTORS® Agency

_____ II. COOPERATIVE PROGRAM: A REALTOR® is entitled to a 3% Co-Op incentive on the net contract* amount if the
client initials date REALTOR® **accompanies the client to our model home during their first or second visit and when they sign their new home contract**. At this level, American Heritage Homes Corp. expects the client has signed a REALTOR® Agency Disclosure Statement (required by the Ohio Division of Real Estate) and the REALTOR® will **represent the client throughout the entire home buying process**.

- a. Registration Process:
 - i. The REALTOR® must **accompany the prospective client on their first or second visit** to the model home and present the Builder's representative with the signed and completed REALTOR® Registration Form that is provided by the Builder.
 - ii. The REALTOR® must also provide the Builder's representative with the signed REALTOR® Agency Disclosure Statement. This Statement must be signed and dated prior to the client's first visit to the model home.
 - iii. REALTOR® Registrations will remain effective for a period of **90 days**. After 90 days, the REALTOR® must register the client again to qualify for the co-op incentive.
 - iv. The Registration Form will protect the REALTOR'S® 3% Co-Op incentive (on the net contract amount) with this prospective client only. Should the REALTOR® refer a different client, the above process must be repeated.
 - v. If the Builder or any of the Builder's representatives have had any previous discussions with the prospective client, the Builder reserves the right not to sign the register.
- b. Sales Process:
 - i. Once the Registration form has been completed, it is understood by both the client and REALTOR® that the Builder's representatives can contact the client directly, and it is the responsibility of the client to share any information discussed with the REALTOR®.
 - ii. The REALTOR® is required to attend the majority of the sales meetings but must attend the first or second meeting as a requirement with their client.
- c. Payment Process:
 - i. American Heritage Homes will require a W9 to be on file for each payment.
 - ii. REALTOR® commissions will be paid after American Heritage Homes Corp. starts construction of the home and has been paid their first draw.
 - iii. Payments are made to the REALTORS® Agency

We hope these guidelines help create a positive working relationship between American Heritage Homes and area REALTORS® based on mutual respect and courtesy. It is our pleasure to work with you.

Home Buyer Name

REALTOR® Name and Agency

Home Buyer Address

Agency Address

Home Buyer Phone Number

Agency Phone Number

Home Buyer Signature Date

REALTOR® Phone Number

Builder's Representative Signature Date

REALTOR® Signature Date

* Net Contract Terms: The total of the net contract includes anything with a builder's marked up cost costs such as land and lot allowances are not included. No discount applies to homebuyers who do not use a REALTOR®. American Heritage Homes Corp. reserves the right to change or withdraw this offer at any time without notice.