



Copperleaf Homes - Broker Compensation Policy

Introduction

At Copperleaf Homes, the realtor community is viewed as a desired and valued partner alliance in the sales and marketing of our homes. *Please carefully read the information below and fill out the Copperleaf Homes Buyer Registration Form at the end.*

The procedures outlined below are designed to enable the agent and Copperleaf Homes to work in partnership under common guidelines throughout all phases of the purchasing process.

General

- The agent and Copperleaf Homes shall respect each other's important role in the new home buying process and establish a cooperative, congenial and mutually beneficial relationship.
- Both parties shall make all reasonable efforts to maintain an open line of communication throughout the process.

Showing and Registration

- Unless otherwise agreed to, in writing (including email), with Copperleaf Homes, *the agent shall participate in the buyer's initial on-site visit and submit a completed buyer registration form (below) to Copperleaf Homes within 24 hours of the initial on-site visit.*
- If within the prior 30 days, the buyer has previously registered themselves with Copperleaf Homes without the agent, Copperleaf Homes reserves the right to accept or reject any subsequent buyer registration by the agent.
- Each buyer registration shall be valid for 60 days. At any point, the agent may extend the registration for an additional 60 days by submitting a subsequent buyer registration form to Copperleaf Homes. Unless communicated otherwise by Copperleaf Homes to the agent, in writing, buyer registration shall be valid for only products offered at that location by Copperleaf Homes. Unless otherwise agreed upon, in writing, by the agent and Copperleaf Homes, it is the responsibility of the agent to submit a completed buyer registration form at each location.
- Copperleaf Homes shall confirm to the agent, in writing, receipt of each buyer registration. If the buyer registration is denied, Copperleaf Homes shall inform the agent, in writing, within a commercially reasonable timeframe, of why the registration was denied and how to properly register the buyer.
- If an agent attempts to register a buyer that has been registered previously by another agent, regardless of whether the buyer is still under a valid registration term, it is the responsibility of the buyer to confirm broker representation, in writing, with Copperleaf Homes. Copperleaf Homes shall communicate, in writing, any and all buyer registration changes to all parties within a commercially reasonable timeframe. Unless otherwise agreed upon, in writing, by all parties, it is assumed that compensation is due only to the confirmed broker.

Communication

- The agent shall request from Copperleaf Homes all necessary information about available products, warranty programs, service procedures and contract procedures. Copperleaf Homes shall make all reasonable efforts to fulfill information requests within 72 hours. The agent shall make all reasonable efforts to convey all applicable information to the buyer at appropriate points during the consideration, purchase and building phases.
- The agent and Copperleaf Homes shall discuss and agree upon all communication procedures (i.e. preferred channels and buyer inclusion) employed during the consideration, purchase and building phases. All parties shall make all reasonable efforts to maintain open communication during all phases.
- The agent shall make all reasonable efforts to inform Copperleaf Homes within a commercially reasonable timeframe when an intent buyer chooses to not purchase a product from Copperleaf Homes. This communication should include the reasons for the buyer's decision.

Contract and Compensation

- The agent must have an active real estate license to qualify for compensation from Copperleaf Homes.
- Notwithstanding any disclosed promotions or non-standard compensation arrangements or variances, Copperleaf Homes shall pay the participating broker a **3% commission (or prevailing local rate) based on the contract price of the home at home completion**, provided the agent has a valid registration for the buyer when a purchase agreement is executed. In the event the agent changes broker office after registration of a buyer, it is assumed that the registered broker is due compensation unless communicated otherwise, in writing, to Copperleaf Homes by the registered broker.
- Upon registration of a buyer, Copperleaf Homes will communicate applicable compensation details to agent within a commercially reasonable timeframe.
- Copperleaf Homes shall disclose, in writing, all non-standard compensation arrangements and active buyer or agent promotions to the agent within a commercially reasonable timeframe after the initial on-site visit.
- Unless otherwise agreed upon, in writing, by all parties, it is the sole responsibility of Copperleaf Homes to provide the purchase agreement. Assuming a valid buyer registration, the purchase agreement shall include full broker participation information.
- Any and all commission, compensation and bonuses paid to the agent's broker shall be disclosed by Copperleaf Homes to the lender and reflected on the final HUD-1 Settlement Sheet. Copperleaf Homes shall include all buyer and agent promotions disclosed, in writing, to the agent following the initial on-site visit.
- Any and all commission being credited to the buyer at closing will be debited from the broker compensation and reflected on the final HUD-1 Settlement Sheet. Broker must communicate this to Copperleaf Homes, in writing, prior to closing.

Disputes

- Copperleaf Homes shall include all applicable agent compensation information and dispute resolution directives in any and all purchase agreements. If a representation or compensation dispute arises between: 1) the broker and Copperleaf Homes; or 2) multiple brokers; that is not covered by a purchase agreement, one party may initiate mediation, arbitration or litigation procedures to facilitate conciliation and resolution.

Copperleaf Homes - Buyer Registration Form



Copperleaf Homes

WE BUILD HOMES AS CUSTOM AS YOUR LIFESTYLE

Agent Information

Name* _____

Designated Broker* _____

Email* _____

Mobile Phone _____

Office Phone* _____

Office Address* _____

City* _____ State* _____ Zip Code* _____

Buyer Information

Name* _____

Email* _____

Mobile Phone _____

Home Phone _____

Address* _____

City* _____ State* _____ Zip Code* _____

Agent agrees to the terms set forth in Copperleaf Homes Broker Compensation Agreement.

Agent Signature

Date