



Builder - Broker Cooperation Guidelines

Builders and Real Estate Brokers Working Together

Purchaser: _____ Date: _____

1st Registration _____ Re-registration _____ (If renewing, give date of 1st Registration _____)

I. The Real Estate Broker must register the Purchaser on:

- 1st visit to Sales Center
- 2nd visit to Sales Center
- Via Website

II. In addition, the Broker must:

- Be present at signing of purchase agreement
- Arrange the loan application
- Attend the closing

III. The Broker is protected against a direct sale by the Builder at this location for _____ days. After that, the relationship must be re-established in writing by re-registering the Purchaser.

IV. Any dispute arising among Brokers shall be resolved by the Brokers involved through their individual Realtor Boards or Associations.

V. Mediation Services are available through the BRC for its membership at the sole expense of the parties involved.

VI. Builder acknowledges a single price policy that is consistent whether or not a co-op is paid.

VII. The selling Broker's commission will be _____ % of the:

- Base Price
- Total Contract Price

VIII. Builder's sales staff is prepared and trained to:
 Show the Purchaser the Builder's product, answer all questions, and communicate directly with the Purchaser and Broker as necessary.
 Write the contract on the Builder's forms, prepare change orders, discuss and facilitate financial programs, deal with commitments, and schedule closing.

IX. Registration is valid for:

- This community only
- All builder's communities

X. Broker is representing Buyer as:

- Transaction Broker
- Buyer's Agent

XI. All parties voluntarily signing these Guidelines acknowledge receipt of a copy.

Builder: _____
(PLEASE PRINT)

Builder's Sales Rep.: _____
(PLEASE PRINT)

Signature: _____

Community Location(s): _____

Sales Office Phone: _____

Real Estate Co.: _____

Broker: _____
(PLEASE PRINT)

Signature: _____

Ofc. Address: _____

Broker Ofc. Phone: _____

Broker Cell Phone: _____

Broker Email: _____

A co-op commission will be paid, provided these guidelines are followed.