



BROKER POLICY & GUIDELINES

Jenuane Communities and its affiliated entities has established the following Broker Policy & Guidelines (together with its affiliated entities, “Jenuane Communities”, “Company”, “we”, “us” or “our”).

We value our relationship with brokers/agents like you. With that in mind, we have prepared these referral fee/broker co-op (hereinafter “referral fee”) eligibility conditions. We have taken great care to spell out these conditions in an effort to ensure that you, your clients, and your company have a clear understanding of what’s required. We reserve the right to modify or terminate our referral fee program at any time without notice. Please see our community sales agent for further details.

1. Conditions to Be Eligible for a Referral Fee

- a. **Sales Office Registration** - Unless preregistered as provided below, the real estate agent must physically accompany and personally register the prospective buyer on the prospective buyer’s first visit to the community in which the home is located.
- b. **Online Pre-Registration** - The real estate agent may pre-register the prospective buyer at JCommunities.com prior to the prospective buyer’s first visit to the, but then must accompany the prospective buyer to the community within 48 hours of prospective buyer’s first visit to the community and complete the onsite Realtor Registration*.
- c. **A registration is valid** - solely for a single community, and a separate registration must be made for the prospective buyer (at the sales office or online, as provided above) if such buyer will be visiting another community.
- d. **A valid registration** - Will remain valid for sixty (60) days. If your client has not executed a Purchase Agreement prior to the expiration of the sixty (60) day period, the registration automatically lapses and must be re-established in writing by re-registering your client. You must personally return with your client to re-register them for another sixty (60) days. No email or fax re-registration is allowed unless approved in writing.
- e. Should the **registration period** (or re-registration period, as applicable) expire prior to your client’s execution of a Purchase Agreement, no referral fee will be paid to you.
- f. **Your client** must execute a Purchase Agreement within the registration period (or re-registration period) and close in the neighborhood to which you have introduced and registered them. If your client purchases a home in a different neighborhood, no referral fee will be paid.
- g. The information on the **registration form** must be legible and accurate in order to be a valid registration.
- h. If prospective buyer returns to the community with another real estate agent and enters into a contract, any prior registration will be null and void and **ONLY** the accompanying real estate agent at the time of contract will be paid a commission.





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- 2. Our Community Sales Agents** will stay in contact with you in addition to your buyers, updating you on the progress of your client's purchase transaction and advising you of any questions that need to be answered by your client. The referral fee or published selling office commission (SOC), will be paid through at close of escrow for the sale of the home. Jenuane Communities will pay a real estate commission solely upon and subject to the terms and conditions of a completed and executed Broker Registration and Commission Addendum that accompanies the applicable contract for the purchase and sale of the home. As a condition to the payment of any commission, the real estate agent must provide a completed and fully executed Broker Registration and Commission Addendum (in the form that accompanies the Purchase Agreement) within 24 hours after the buyer executes the applicable contract for the home.
- 3. Any Representation by Real Estate Agent** shall be solely of the prospective buyer, as a "Buyer Broker", and shall not be a representation of any Jenuane Communities entity.
- 4. Real Estate Agent** must hold an active real estate license in the state where the home is located.
- 5. If Real Estate Agent** desires to change the broker identified on a Broker Registration and Commission Addendum executed in connection with a contract for the sale of a home, real estate agent shall be solely responsible for obtaining a signed release from the previously identified broker as a condition to such change. Absent such release, Jenuane Communities will pay any commission payable in connection with a home sale per the original brokerage information.

Our goal is the same as yours: to help your clients achieve their homeownership dreams. Like you, we want their home buying experience to be smooth, efficient and rewarding, and we want that experience to be a credit to you. By following our guidelines, you can help ensure that everyone achieves their goals and everyone is treated fairly and ethically.

[] Jenuane Communities reserves the right to provide alternative methods for community visits to address legal restrictions associated with COVID-19 or otherwise. Any such alternative method shall be documented in writing.*

