



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 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:

client initials date

I. **REFERRAL PROGRAM:** A Realtor is entitled to a \$500.00 referral incentive if the Realtor recommends 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 Realtor's® 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 Realtor's® Agency

client initials date

II. **COOPERATIVE PROGRAM:** A Realtor is entitled to a 3% Co-Op incentive on the net contract* amount **if the 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 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 Realtor's 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.