
BUILDER/CO-BROKER GUIDELINES

1. The realtor must accompany and register the customer on the customer's first visit to the sales center.
2. This registration protects the realtor's commission rights in the event the customer returns alone and builder and customer enter into a sales contract within 30 days. **It does not protect against efforts by other realtors over whom we have not control.** It is the realtor's responsibility to maintain contact and a relationship with their registered customer.
3. After 30 days, the relationship must be re-established again by accompanying the customer to the sales center. Failure to do this will be construed as abandonment and could result in a sale by the builder or another realtor. If this occurs, the builder is not liable for a commission to the original realtor. If the realtor and Vitale Homes Community Sales Manager continue to communicate on an ongoing basis throughout the 30 day period, re-registration will not be necessary. Proof of the communication will be based on notes keep by the Vitale Homes Community Sales Managers.
4. Builder has a single price policy regardless of whether the sale is made by builder's sales agent or a sales realtor from an outside real estate brokerage company.
5. Offers to purchase must be made on builder's forms to assure all disclosures and lender's requirements are met. The selling agent's broker will receive **3%** of the contract sales price (contract sales price as shown on HUD closing statement) at closing provided these guidelines are followed.
6. Builder's staff will provide pricing, financing, and inventory information. If traffic in the model allows, builder's Community Sales Manager or their Assistant will also show the product, answer all questions and communicate with the customer directly. If customer decides to purchase, the builder's Community Sales Manager will write the contract on the builder's form and present it to the builder for signature. Builder requires all earnest money deposits be made payable to builder and will be held in builder's account.
7. Builder's staff will handle loan processing, walk-through, and coordination of closing, and will communicate the progress weekly to the selling agent.
8. Agent signing below hereby acknowledges receipt of a copy of this document.

ACKNOWLEDGED BY:

REALTOR/SALES AGENT/SL#

VITALE HOMES Community Sales MGR/SL#

CO-OP BROKER OFFICE/BL# (PRINT)

CUSTOMER NAME (PRINT)

CO-OP BROKER ADDRESS

LOT/BLOCK

CO-OP BROKER ADDRESS

SUBDIVISION

PHONE NUMBER

DATE

HOW DID YOU HEAR ABOUT VITALE HOMES: INTERNET____ DRIVE BY____ REALTOR____ REFERRED____
OTHER, PLEASE EXPLAIN _____