



## North America Real Estate Broker/Agent Referral Program

- Qualified Real Estate Broker / Agents:** The Regus Group will compensate licensed Real Estate Brokers/Agents in return for successful initial introductions and/or referrals (Referrals) of their clients not previously referred to Regus, which lead to an executed Service Agreement. The Real Estate Broker/Agent Referral Program is reserved for commercial Real Estate Brokers/Agents, residential Real Estate Broker/Agents that are duly licensed and in good standing.
- Initial Agreement:** Compensation will be calculated at 10% of the initial fixed Office, Virtual Office or Businessworld Gold / Platinum value fees for up to the first 12 months of agreement term or up until the break, whichever is the lesser. Promotional bonus incentive programs may be offered from time to time in specific markets.
- Expansions:** Office expansions that occur within the initial agreement period and during the first 12 months will be paid at 10% of the remaining or extended agreement term up to 12 months. **The Real Estate Broker/Agent must be actively involved in the client's actions.**
- Multiple years:** Multiple year agreements will be calculated at 2% of the fixed office fee for months 13 – 36.
- Active Involvement:** Active involvement is required to participate in expansion commissions. The client will resolve questions of continued active involvement or conflict with other Brokers/Agents. Regus may, but is not obligated to, contact the Broker/Agent in the event of expansions.
- Payment:** Regus will promptly pay referral fees, usually within 30 days of receipt of executed service agreement and the initial invoice payment (pro-rated first month fee plus retainer) by the client. All commissions will be made payable to the brokerage company and not to the individual Broker/Agent. A federal tax id # or W9 is needed from the brokerage company to process payment within 45 days of execution of the initial agreement. If Regus does not receive the required documentation within 45 days following the commencement date of the signed agreement, the commission shall be forfeited. If a client defaults during their term of their agreement whereby a payment for commission has been made, Regus may invoice the Agent/Broker for the pro-rated commission paid for the term the client is in default or deduct that amount from a future payment.
- Registration:** Real Estate Brokers/Agents must refer prospects through a Regus team member (this covers all), the Regus website or any other Regus approved mechanism (this gives us the opportunity to create specific sites for specific houses, rider signage / Costar etc). In the event two or more Real Estate Brokers/Agents refer a prospect, Regus shall accept the first official referral received, unless instructed otherwise by the client. Regus reserves the right to reject a referral to the extent the customer applied directly or was referred previously through another Real Estate Broker/Agent. Regus will endeavour to notify the referring Real Estate Agent of any rejections within 3 business days. Submittal of a referral to Regus alone indicates acceptance of our terms and conditions. Regus reserves the right to amend or terminate this policy at any time without prior notice.