



## 2009 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.



## 2009 EMEA Real Estate Agent/Broker Referral Program

- Qualified Real Estate Agents:** The Regus Group will compensate licensed Real Estate 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 Agent Referral Program reserved for commercial Real Estate brokers, residential Real Estate brokers and agents that are duly licensed and in good standing. **The Real Estate Agent must be actively involved in the client's actions.**
- 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.
- Active Involvement:** The client will resolve questions of continued active involvement or conflict with other brokers.
- Payment:** Regus will promptly pay referral fees, usually within 30 days of receipt of invoice, signed service agreement, the initial invoice (pro-rated first month fee plus retainer), its payment and the occupancy of the office(s) by the client. All commissions will be made payable to the brokerage company and not to the individual broker or agent. A federal tax id # or social security # is required to process the referral request. Regus must receive an invoice for the completed transaction within 45 days of execution to qualify. If Regus does not receive an invoice 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 Agents must refer prospects through a General Manager, the Regus website or a Broker Sales Partner. In the event two or more Real Estate 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 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.

## 2009 United Kingdom Real Estate Agent/Broker Referral Program

- 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. Promotional bonus incentive programmes may be offered from time to time in specific markets
- Expansions:** Office expansions that occur within the initial agreement period up to the first 12 months, fees will be paid at 10% of the extended agreement revenue up to 12 months from the start date of the initial agreement.
- Active Involvement:** There should be active involvement to participate in expansion commissions. The client will resolve questions of continued active involvement or conflict with other Brokers/Agents.
- Break-clauses:** When an initial agreement has a break-clause within the first 12 months, which is subsequently not exercised, fees will be paid at 10% of the post-break agreement revenue up to 12 months from the start date of the initial agreement.
- Payment:** Regus UK Ltd will promptly pay referral fees within 30 days of receipt of agents invoice, signed licence agreements, the client's deposit payment and occupation of the office(s) by the client. All fees will be made payable to the agent company and not to the individual broker or agent. All invoices are to be sent to: Agent Desk, Regus UK Ltd, Regus House, 33 Clarendon Dock, Laganside, Belfast, BT1 3BG. Regus UK Ltd must receive a correctly calculated invoice for the completed transaction within 45 days of execution. If Regus UK Ltd does not receive an invoice within 45 days following the commencement date of the signed agreement, the fees shall be forfeited. The client will resolve questions of continued active involvement or conflict with other agents. 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:** Refer prospects to the Agent Desk at the Call Centre on 0870 880 8484, to your local Regus Sales Manager, or to the Regus website. In the event two or more agents refer the same prospect, we shall accept the first official referral received, unless instructed otherwise by the client. We reserve the right to reject a referral in cases where a client has applied directly or was referred previously by another agent or channel. We will endeavour to notify the referring agent of any rejections within 1 working day. Submittal of a referral to Regus UK Ltd alone indicates acceptance of the terms and conditions herein and the complete version posted on the Regus website. We reserve the right to amend or terminate this policy at any time without prior notice.



## 2009 Latin America Real Estate Agent/Broker Referral Program

- Qualified Real Estate Agents:** The Regus Group will compensate licensed Real Estate 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 Agent Referral Program reserved for commercial Real Estate brokers, residential Real Estate brokers and agents that are duly licensed and in good standing. **The Real Estate Agent must be actively involved in the client's actions.**
- 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.
- Multiple years:** Multiple year agreements will be calculated at 2% of the fixed office fee for months 13 – 36.
- Active Involvement:** The client will resolve questions of continued active involvement or conflict with other brokers. Commissions will be paid for New Sales only, will not apply for expansions and/or renewals.
- Payment:** Regus will promptly pay referral fees, usually within 30 days of receipt of invoice, signed service agreement, the initial invoice (pro-rated first month fee plus retainer) and occupation of the office(s) by the client. All commissions will be made payable to the brokerage company and not to the individual broker or agent. A federal tax id # is required to process the referral request. If Regus does not receive an invoice within 45 days following the commencement date of the signed agreement, the commission shall be forfeited. Regus reserves the right to invoice or deduct from future payments due the Agent/Broker the commission paid on any portion of a client agreement that Regus is not able to collect.
- Registration:** Real Estate Agents must refer prospects through a General Manager, the Regus website or a Broker Sales Partner. In the event two or more Real Estate 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 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.



## 2009 AsiaPac Real Estate Agent/Broker Referral Program

- Qualified Real Estate Agents:** The Regus Group will compensate licensed Real Estate 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 Agent Referral Program reserved for commercial Real Estate brokers, residential Real Estate brokers and agents that are duly licensed and in good standing. **The Real Estate Agent must be actively involved in the client's actions.**
- 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. Should the agreement have a break clause, the agent will be first paid up until the break. If the break clause is not exercised, the balance of commission due can then be claimed within 90 days. Promotional bonus incentive programs may be offered from time to time in specific markets.
- Active Involvement:** The client will resolve questions of continued active involvement or conflict with other brokers. Commission is not payable on Renewals or expansions.
- Payment:** Regus will promptly pay referral fees, usually within 30 days of receipt of invoice, signed service agreement, the initial invoice (pro-rated first month fee plus retainer) and upon occupation of the office(s) by the client. All fees will be capped at £50,000 for an individual transaction unless otherwise agreed in advance. All commissions will be made payable to the brokerage company and not to the individual broker or agent. A federal tax id # or social security # is required to process the referral request and be must receive 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 Agents must refer prospects through a General Manager, the Regus website or a Broker Sales Partner. In the event two or more Real Estate 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 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.