

REALTOR FAIRNESS POLICYSearch: **RP4973**

ORIGINAL:	Citrix > 00-CORP > [REDBOOK] : [S] Sales Training > (See Title Above)		R-2-11-2020
CWAY.com:	[UTILITY] List > [PUBLIC WEBSITE] Website Global Settings > Realtor (See Title Above)	VIDEO: None	
[REDBOOK]:	<i>Email Update to [S]</i>	FORM BOX: None	
PURPOSE: To honor a Realtor's hard work, pay a fair commission when earned, and NEVER undercut a Realtor.			

POLICY NOTE TO REALTORS:

Conaway's Home Group (also known as Conaway Homes / Vision Homes) welcomes participation by licensed Brokers and Agents in the sales of our new homes. We appreciate the professionalism and hard work performed by members of the real estate community. That's why it is our policy to reward those who are the procuring cause of the sale.

QUICK POLICY FACTS:

- The Realtor ***IS NOT REQUIRED TO WRITE THE CONTRACT TO RECEIVE A COMMISSION.***
- The Realtor must be a licensed agent or broker to qualify for a commission.
- Commissions are based on the contract price, & paid upon successful closing.
- The Realtor's commission is based on the **Procuring Cause**¹ of the sale as defined below...

3% COMMISSION: 3% Commission is earned when the Realtor is the **Procuring Cause**¹ of the Sale as defined below...

- If... **The Realtor submits** an **Acceptable Contract**² on any home,
 Or... If **Realtor's Client**³ is presented **BEFORE** a valid **Conaway's Client**⁵ with proper registration⁴.
 Or... If **Conaway / Realtor's Client**³ contracts **within 90 days** from the **Conaway / Realtor's Registration**⁴
 Or... If **Conaway / Realtor's Client**³ contracts another home **within 90 days of a previous Conaway closing.**

1% COMMISSION: 1% Commission is earned when the Realtor is associated with the Sale as defined below...

- If... A Realtor claims a client **AFTER** a valid **Conaway's Client**⁵ relationship has been established,
 And if... The Realtor can provide their **Residential Buyer Representation Agreement**⁶ (**TAR # 1501**) to a Conaway Homes' New Home Specialist within 24 hours of their claim.

NO AFTER-THE-FACT COMMISSIONS:

- If... The **client has closed** on their home,
 Or if... A **"Build On Your Lot" custom home has already started.** (*proof of start will be provided if necessary*)

Again, Conaway's Home Group is pleased to have the participation of the real estate sales community, and we believe that this policy is fair to those agents and brokers who diligently pursue an acceptable contract. If you have **any** questions, please contact your Conaway's Home Group New Home Specialist.

Definitions*:**

1. **Procuring Cause:** Realtor's action results in a contract generated by themselves or by Conaway's within acceptable time.
2. **Acceptable Contract:** A contract that has been accepted by both Conaway's & the Buyer.
3. **Conaway / Realtor Client:** A client who has been properly registered using the **Conaway's Client Registration**⁴
4. **Conaway / Realtor Client Registration:** A Realtor who visits a sales center with their clients, and registers those clients, (*in person, in the presence of one of our New Home Specialist*)
5. **Conaway's Client:** A client who has contacted, or visited Conaway Homes, & established communication prior to Realtor.
6. **Realtor's Client:** A Realtor who has a written agreement between his or her client or the one who submits a valid contract.

*** In the event there are two Realtor's claiming commission on the same client, Conaway will pay the Realtor who submits a valid contract or to the Realtor who provides a valid **Residential Buyer Representation Agreement**⁶ (**TAR # 1501**)

REALTOR FAIRNESS POLICY - CLIENT REGISTRATION FORMSearch: **RP4973**

ORIGINAL:	Brent's Computer > Sales > Realtor Stuff > (See Title Above)		See Page 1 for Revision Date
CWAY.com:	[UTILITY] List > [PUBLIC WEBSITE] Website Global Settings > Realtor (See Title Above)	VIDEO: None	
[REDBOOK]:	<i>Email Update to [S]</i>	FORM BOX: None	
PURPOSE: To protect the Realtor's commission by getting the client registration in writing.			

Upon the execution of this form, the Realtor's earned commission is guaranteed in accordance to the [Conaway Homes' Realtor Fairness Policy](#) found at ~~INACTIVE LINK~~ www.ConawayHomes.com/Realtor. No further action is required to protect the Realtor's commission, *if contracted within 90 days*.

Realtor to complete this box...

1 Deliver completed form to a Conaway Homes New Home Specialist in the presence of your customer...

Realtor's Client Name: _____

Realtor's Full Name: _____

Realtor's Phone #: _____

Realtor's Email: _____

Conaway's New Home Specialist to complete this box...

1 Complete steps 1, 2, & 3 below...

I, being a Conaway's New Home Specialist confirm, that the above Realtor is entitled to a commission.

Check one... (provide [Conaway's client](#)¹ proof to Realtor if applicable)

The Realtor properly registered their client **BEFORE** a valid [Conaway's Client](#)¹ and is entitled to a **3% commission**.

The Realtor properly registered their client **AFTER** a valid [Conaway's Client](#)¹ and is entitled to a **1% commission**

Conaway's New Home Specialist

Date (valid 90 days from this date)

2 Give a copy of this executed agreement to Realtor

3 Scan & Upload Executed agreement to...

(CWAY.com > Sales: Registered Customer (find customer), Click "Edit" > Click "Add Customer File", upload...
File name "**Realtor's Client Registration Form**"

1. [Conaway's Client](#): A client who has contacted, or visited Conaway Homes, & established communication.