

Community: _____
Date and time of showing: _____

Van Prooyen Builders

Phone: 219-663-4384 Fax: 219-663-3002

Please fax this form to Van Prooyen Builders before your visit.

BROKER REGISTRATION FORM

Please print!

BROKER INFORMATION

CUSTOMER INFORMATION

Sales Agent		Name	
Company		Street	
Street		City/State/Zip	
City/State/Zip		Home Phone	
Office Phone		Status	Initial Renewal
Office Fax		Date	
Email		Email	

THIS FORM MUST BE FULLY COMPLETED AND LEGIBLE TO BE VALID

We are pleased to provide you with a copy of this Broker Registration Form for your records and we look forward to working with you and your customer.

Prospect registrations are valid for 180 days. If you are actively trying to interest your prospect after this initial time period, a one time re-registration for 180 additional days will be granted by completing a new Broker Registration Form.

A commission of 2.5% of the base purchase price, excluding lot, will be paid to the procuring broker with a current registration upon closing and funding. For additional details, please refer to the reverse side of this form.

We appreciate your interest and value your participation. Please let us know if we can provide any additional services to assist you in your sales effort.

AUTHORIZED REPRESENTATIVE

Van Prooyen Builders

Real Estate Broker

PARTICIPATING BROKER PROGRAM POLICY

We are pleased to provide you with information regarding our Participating Broker Program. This policy has been established as part of our commitment to the brokerage community and to assure the protection of your prospects.

- 1. Initial Prospect Registrations.** As part of the initial prospect registration, you must personally escort your customer to our sales center on the first visit and complete the Guest Registration Card and Broker Registration Form. Please note that signatures from you as well as the authorized Van Prooyen representative are required to validate registration.
- 2. First Visits.** Registration of customers must occur on their first visit. The "first visit" is defined as the customer has not visited the community within the past 180 days. Prior registration of the customer within 180 days voids the possibility of earning a commission.
- 3. Registration Periods and Re-registrations.** Prospect registrations are valid for 180 days from the date on the Broker Registration Form. This time period may be extended one time only for 180 days by re-registering your customer, which requires completing a new Broker Registration Form.
- 4. Return Visits.** You are always welcome to accompany your prospects on return visits for a preview of our homes. However, if you are unable to attend with your customers on subsequent visits, please ask them to call in advance for an appointment to assure that the Van Prooyen representative will be available.
- 5. Commissions.** A commission will be paid to the registered and procuring broker with a current registration upon closing and funding. In the event a closing does not occur, for any reason whatsoever, no commission will be paid. Commissions are based on 2.5% of the base purchase price, excluding lot, (commissions are not paid on options and upgrades, i.e. sunroom, screen porch, lot premium, etc.). If more than one broker registers the same prospect, the commission will be paid to the "procuring" broker with a current registration. Any disputes between Seller/Buyer/Broker will be settled through arbitration.
- 6. Contracts and Closings.** Our staff will handle all aspects of contract administration and closing for each customer. This requires that we use our standard agreements to properly represent our homes as well as the community association. You are welcome to attend the closing with your customer, but it is not necessary unless you prefer to do so.
- 7. Participating Broker Program Kits.** Details on floor plans, price ranges and community features are contained in your Participating Broker Program Kit. If you would like a copy for your office or we need to update your current information, please contact our sales center.
- 8. Broker Previews** Arrangements can be made for Participating Sales Agents and Brokers to preview any model in our community. Interested offices should contact the sales center to schedule a date and time.
- 9. Program Changes.** Since the Participating Broker Program is subject to change from time to time without written notice, you are encouraged to obtain a copy of the latest Participating Broker Program Policy available in our sales center.

Revised 2/25/08