



## 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 that 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 fill out the "Broker Registration Form" and have the customer complete the "Guest Registration Card." Please note that signatures from you as well as the Precision Homes representative are required to validate registration. Precision's representatives will first review their existing customer database to confirm procuring cause.
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 60 days. Prior registration of the customer within 60 days voids the possibility of earning a commission.
3. **Registration Periods and Re-registrations.** Prospect registrations are valid for 60 days from the date on the Broker Registration Form. This time period may be extended one time only for 60 days by re-registering your customer, which requires completing a new Broker Registration Form and having the same Precision representative's signature as with the first form.
4. **Return Visits.** You are always welcome, but not required to accompany your prospects on return visits for a preview of our homes. To ensure the personal attention that you and your customers deserve please call in advance for an appointment to assure that the Precision Homes' 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% of the base purchase price including the home site, if home site owned by contractor, (commissions are not paid on incentive give-a-ways, options and upgrades or builder provided financing, closing costs, 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, but not required, to attend the closing with the customer.
7. **Participating Broker Program Kits.** Details on renderings and specifications, price ranges, and community features are can be obtained through a Precision Homes' Custom Home Consultant.
8. **Broker Previews.** Arrangements can be made for Participating Sales Agents and Brokers to preview any model in our community. Interested individuals 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.

9616 Indianapolis Blvd., Highland IN 46322  
Phone: 219-924-0044 • Fax 219-922-4122



**Broker Registration Form**

**THIS FORM MUST BE FULLY COMPLETED TO BE VALID**

|                           |  |                             |                             |
|---------------------------|--|-----------------------------|-----------------------------|
| <b>Broker Information</b> |  | <b>Customer Information</b> |                             |
| <b>Sales Agent</b>        |  | <b>Name</b>                 |                             |
| <b>Company</b>            |  | <b>Street</b>               |                             |
| <b>Street</b>             |  | <b>City/State/Zip</b>       |                             |
| <b>Office Phone</b>       |  | <b>Home Phone</b>           |                             |
| <b>Office Fax</b>         |  | <b>Status</b> circle one    | <b>Initial      Renewal</b> |
| <b>Cell Phone</b>         |  | <b>Date</b>                 |                             |

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.

Signing this form acknowledges receipt of and acceptance to the policies spelled out on the Participating Broker Program Policy form.

Precision's acceptance shall be fulfilled upon review of the customer database to ensure and protect your procuring cause. It is valid on the condition that a registration card had not been previously completed by the above client(s) during the past sixty (60) days. Upon request a countersigned copy of this form may be faxed or mailed upon your request.

Prospect registrations are valid for 60 days. If you are actively working towards a purchase agreement with your client and Precision Homes after their initial time period, a one-time re-registration for 60 additional days can be requested upon completion of a new Broker Registration Form.

A Commission of 2% of the base purchase price including home site, will be paid to the procuring broker with a current registration upon closing and funding. For additional details, please refer to the Participating Broker Program Policy 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 SIGNATURE

PRECISION DEVELOPMENT, LLC

REAL ESTATE BROKER

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