

BROKER/AGENT CO-OP GUIDELINES

1. In order to receive a full co-op commission pursuant to paragraph 6 below, the Broker/Agent ("Broker") must:
 - A. Accompany and register the prospective Buyer identified below on the prospective Buyer's first visit to the sales information center.
 - B. Be present at the signing of the Purchase Agreement and sign Seller's "Broker's Commission Agreement"; and
 - C. Assist the prospective Buyer with the loan application process, if applicable.
 - D. Attend the closing.
2. The Broker is protected against a direct sale to prospective Buyer by Seller at this community for 30 days following the date these guidelines are signed by Seller.
3. After 30 days, the Seller-Broker relationship must be re-established by re-registering in writing at the sales information center with the prospective Buyer present. If Broker fails to re-establish agency and the prospective Buyer returns alone or with another agent, Seller is not liable for a commission to the original Broker.
4. Any dispute arising among Brokers due to these guidelines or due to a prospective Buyer registering with more than one Broker shall be resolved by the Brokers involved. In no event, however, shall Seller pay a total commission or commissions with respect to a sale to the prospective Buyer, greater than the total amount set forth in the following paragraph 6.
5. Seller has a price policy that does not differentiate between sales which occur through the Seller's sales counselor and sales which occur through the Broker.
6. In the event of a full co-op, the selling Broker's commission will be 3% of the Base Home Sales Price as defined in the Purchase Agreement, payable only upon closing.
7. The Seller's sales staff is prepared and trained to:
 - A. Show the prospective Buyer the product, answer all questions and communicate directly with the prospective Buyer as necessary.
 - B. Write the purchase agreement on the Seller's forms, prepare change orders, and discuss and facilitate financial programs and commitments.
8. **Broker will act as a Buyer's Broker Only.**
9. All parties voluntarily signing below hereby acknowledge receipt of a copy of this document.

ACKNOWLEDGED BY:
(Please Print)

Prospective Buyer's Name

Broker/Agent Name

Counselor

Broker/Agent Company Name **Sales**

Sales Office Phone #

Broker/Agent Company Address

Broker/Agent Office Phone Number **Date**