

Brokerage Relationship Policy Order Form

Frascona, Joiner, Goodman & Greenstein, P.C. ("FJGG")

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Please complete this form to order your Brokerage Relationship Policy. Email, fax, or mail it to us.

1. Name Designation: _____
(Name of Brokerage Firm EXACTLY as it Should Appear on Forms)

2. Employing Broker: _____
(Please Print Clearly)

3. Primary Contact: _____
(Name of individual completing the Order Form, if NOT Employing Broker)

4. Address: _____
_____, CO _____

Phone: _____ Fax: _____

Email: _____

5. What is the number of real estate licensees in your office? _____

6. What is the number of licensees you expect to have three years from now? _____

7. Do any of your licensees work so exclusively as sellers' agents that they would refer all buyers, regardless of the financial desirability, to some other licensee?

a. Yes

b. No

8. Do any of your licensees work so exclusively as buyers' agents that they would refer all sellers, regardless of the financial desirability, to some other licensee?

a. Yes

b. No

9. Does your office work exclusively as a transaction-broker?

a. Yes

b. No

10. When one of your licensees lists a property as a seller's agent and sells the property without the assistance of a cooperating broker, does your office seek to work that deal as a transaction-broker or a seller's agent?

a. Transaction-Broker [FJGG recommended option]

b. Seller's agent

11. When one of your licensees is hired as a buyer's agent and sells a FSBO without the assistance of a listing broker, does your office seek to work that deal as a transaction-broker or a buyer's agent?
- Transaction-Broker [FJGG recommended option]
 - Buyer's agent
12. Is your brokerage firm captive to one builder or developer?
- No, some significant portion of our business comes from listing previously owned homes and/or having client relationships with buyers.
 - Yes, virtually all of our seller listings are for one builder or developer. We only occasionally list previously owned homes for resale to help buyers unload their existing homes to purchase homes from our builder or developer.
13. Are your open files kept in a centralized location, or, while files are open do each of your licensees keep the main file?
- Centralized: Licensee maintains a central file which is kept consistently with Brokerage Firm's centralized file system.
 - Decentralized: Designated Broker maintains files for each client until the file is closed and goes into a central file system.

14. Total Amount of Payment:

- \$300 Semi-Custom Brokerage Relationship Policy

15. Method of Payment: [Check One.]

- I have enclosed my check made payable to FJGG.
- Please charge my VISA/MasterCard account number

_____ - _____ - _____ - _____

Expiration Date: _____ / _____

Credit Card Billing Zip Code: _____ Credit Card Security Code: _____

Cardholder's Signature

IMPORTANT NOTE: This Brokerage Relationship Policy is designed for both Independent Brokers and Multiple Broker Licensee Firms. For Multiple Broker Licensee Firms it is designed to work in conjunction with our Office Policy Manual. If you are an individual broker you may only need a Brokerage Relationship Policy alone. Please call with questions prior to ordering, there is no charge to do so!

If you wish to consult us about potential variations or additions, do not hesitate to call or schedule an appointment with an attorney. These consultations and subsequent drafting will be \$350/hour.

REQUIRED AUTHORIZATION FROM EMPLOYING BROKER: I am the Employing Broker for my company and would like you to prepare these forms and send them to my firm. I understand that while my order creates an attorney-client relationship between FJGG and my brokerage firm, this is a limited services engagement such that taken by itself; my order of a Broker Product Form does not preclude FJGG from representing other clients who have interests adverse to mine.

Employing Broker Signature