

# **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. 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 outside of their team?
  - a. ☐ Yes
  - b. ☐ No
6. 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 outside of their team?
  - a. ☐ Yes
  - b. ☐ No
7. Does your office work exclusively as a transaction-broker?
  - a. ☐ Yes
  - b. ☐ No
8. When one of your licensees lists a property as a seller's agent and sells the property by themselves, 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
  - b. ☐ Seller's agent

9. When one of your licensees is hired as a buyer's agent and sells a FSBO, by themselves, without the assistance of a listing broker, does your office seek to work that deal as a transaction-broker or a buyer's agent?
- a. ☐ Transaction-Broker
  - b. ☐ Buyer's agent

10. Is your brokerage firm captive to one builder or developer?
- a. ☐ No, some significant portion of our business comes from listing previously owned homes and/or having client relationships with buyers.
  - b. ☐ 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.

11. **Total Amount of Payment:**

☐ \$350 Semi-Custom Brokerage Relationship Policy

12. **Method of Payment:**

You will receive an email from our office with a link to provide payment via our online payment portal; or you can send us a check with your order form via regular mail.

I have enclosed my check made payable to FJGG.

13. **How did you hear about us?** \_\_\_\_\_

**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 billed at the attorney's hourly rate.

**REQUIRED AUTHORIZATION FROM EMPLOYING BROKER:** I am the Employing Broker for my company and would like you to prepare this form and send it 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