

REFERRALS UNLIMITED, LLC

POLICIES AND PROCEDURES

2014

REFERRALS UNLIMITED, LLC

Referrals Unlimited, LLC is a Real Estate License Holding Company designed for real estate licensees who have an active real estate license but do not want to have an active full time real estate career. Licensees who place their real estate license with Referrals Unlimited can earn income by referring customers and without listing, selling or showing property. When Referrals Unlimited has clients or contacts who are interested in buying or selling real estate they can refer that individual to other real estate agents who do list and sell property. They negotiate their referral agreement which is usually 30% of the List or Sell side of the transaction. Upon closing, the 30% referral fee is paid to Referrals Unlimited who then pays the Agent their share of the referral. Referral Unlimited agents can select any licensed agent of their choosing in Missouri or throughout the United States for their referral. If they need assistance in finding an appropriate agent the staff of Referrals Unlimited has access to a national referral base of both residential and commercial realtors throughout the entire United States.

INDEPENDENT CONTRACTOR STATUS

Agents with Referrals Unlimited, LLC are independent contractors who have an active real estate license in Missouri. All licensees must sign the Standards of Practice agreement provided by Referrals Unlimited, LLC prior to working with our company and are subject to the terms and conditions of that agreement. As independent contractors, Referral Unlimited Agents are responsible for keeping their own records, paying their own taxes, social security and related payments. Referrals Unlimited will file and give Agents copies of Form 1099 which will be filed in accordance with federal and state regulations.

REFERRALS UNLIMITED, LLC MEMBERSHIP

A \$100.00 License Holding Fee will be due on January 1 of each calendar year. Agents may join at any time of the year and the fee will be prorated to January of the next year. Agents who have failed to pay the fee within 30 days of the due date will be terminated.

PROCEDURES FOR REGISTERING REFERRALS

All referrals must be in writing and on the Referrals Unlimited Referral Agreement. Copies of this agreement can be obtained from the staff of Referrals Unlimited or downloaded from our Web Site. This Referral Agreement must be filled out in triplicate with one copy to the agent you are making the referral to, one copy to Referrals Unlimited and one copy that you will retain for your records. Keep in mind, the referral agreement must be filled out completely with all pertinent information included and signed by both you and the agent you are making the referral to.

REFERRAL FEES

Referrals Unlimited Agents receive 70% of the referral fee paid to Referrals Unlimited, LLC.

FEES AND EXPENSES

Referrals Unlimited, LLC does not have membership with the National Association of Realtors, Missouri Association of Realtors, or any local board of Realtors or any Multiple Listing Service. Therefore, agents of Referrals Unlimited will not have to pay any fees that would be related to memberships in these organizations. Referrals Unlimited Agents are responsible for paying their annual \$100.00 License Holding Fee to Referrals Unlimited, LLC, and all license fees related to keeping their license active with the Missouri Real Estate Commission and Continuing Education expenses. In addition, all Referrals Unlimited Agents will be responsible for the cost of their own business cards and any other expenses incurred as a result of their real estate activities.

ADVERTISING AND PERSONAL PROMOTION

All Agents with Referrals Unlimited will always identify themselves as Referral Agents with Referrals Unlimited. Standard business cards can be acquired through Referrals Unlimited and any advertising or personal promotion must be approved by the staff of Referrals Unlimited. Referrals Unlimited Agents shall comply with the advertising regulations as set forth by the Real Estate Commission for the State of Missouri. All restrictions that apply to other forms of advertising will also apply to all email and other electronic advertising. In emails, Referrals Unlimited Agents must identify themselves as a Referral Agent with Referrals Unlimited. Individual signature blocks must include the Referrals Unlimited Agents name and the company name which is Referrals Unlimited.

Regarding unsolicited communications, Referrals Unlimited Agents must comply with all federal and state laws and regulations governing unsolicited communications with customers. When applicable, federal and state Do Not Call Lists prohibit unsolicited telephone calls, emails and faxes. Referrals Unlimited Agents shall not call, email or fax any person registered on such list. Any Agent who violates any law or regulation in accordance with this policy will be held personally responsible for any fines or penalties.

ACKNOWLEDGMENT

This is to confirm that I have read the Policies and Procedures of Referrals Unlimited, LLC and agree to comply as a Referral Agent with this company.

Signature

Date