Referral Agreement SOP

Step 1 – Complete the Referral Agreement
☐ Use the Epique Realty Referral Agreement for ALL referrals.*
☐ If an outside brokerage also requires a state or company-specific referral form, complete that form in addition to the Epique form.
☐ Fill out the Epique Realty Referral Agreement, leaving the Epique brokerage address line blank.
☐ Obtain all required signatures.
☐ For WA Broker signature, send to: WaBroker@epiquerealty.com.
☐ Once fully signed, submit to WAdocs@epiquerealty.com for compliance and record retention.
☐ Send the signed **Referral Agreement, Epique's W9, and the CDA Instruction** page to the cooperating agent.
☐ Use subject line: *REFERRAL: Client Name*.
☐ Do *not* create a SkySlope transaction for a referral form.
*__Epique's Referral Agreement and CDA forms include all necessary instructions to ensure both the Agent and Epique are paid out properly. Using any other forms could delay or prevent payment.*__

Step 2 – Determine Your Referral Type
Select the appropriate referral type and skip to that paragraph.
A → Epique to Epique Incoming (I'm receiving the referral)
B → Epique to Epique Outgoing (I'm sending the referral)
C → Outside Brokerage to Epique (I'm receiving the referral)
D → Epique to Outside Brokerage (I'm sending the referral)

A – Epique to Epique Referral (Receiving Agent)
When receiving a client from another Epique agent:
☐ Complete Step 1 before providing services to the client.
☐ Follow the Listing or Buyer SOP, as appropriate.
☐ When the client goes under contract, follow the Accepted Purchase & Sale SOP.
☐ Provide the signed **Referral Agreement, Epique's W9, and the CDA Instruction** page to Title.
☐ Include the Referral Agreement in the SkySlope transaction file.
7–10 Days Prior to Closing:
☐ Request Commission Disbursement Authorization (CDA), including info for BOTH Epique Agents.
CDA Form: https://form.jotform.com/252708522568059
☐ Once the signed CDA form is received, review and confirm it is accurate.
☐ Request changes if needed.
☐ Submit final CDA to Title and verify a copy is in the SkySlope file.
☐ Confirm that Title has proper disbursement instructions, per the CDA and Referral Agreement.
Failure to properly follow these CDA steps may delay your commission payment.

B – Epique to Epique Referral (Sending Agent)
When referring a client to another Epique agent:
☐ Complete Step 1 before transferring the client.
☐ Maintain communication with the receiving agent and Title/Escrow through closing.
☐ Do NOT create a CDA. The Receiving Epique Agent will create the necessary CDA for both sides.
☐ Verify the settlement statement reflects the correct referral amounts.
☐ Confirm that Title has proper disbursement instructions per the CDA and Referral Agreement.

C – Epique Incoming Referral (Receiving Agent)
When receiving a client referral from another brokerage:
☐ Complete Step 1 before providing services to the client.

☐ Obtain the referring brokerage's W-9 and verify correct brokerage/agent contact information.
☐ Follow the Listing or Buyer SOP, as appropriate.
☐ When the client goes under contract, follow the Accepted Purchase & Sale SOP.
☐ Upload the Referral Agreement and the referring brokerage's W-9 to the SkySlope file.
☐ Provide the signed Referral Agreement, W9, and the CDA Instruction page to Title/Escrow.
7–10 Days Prior to Closing:
☐ Request Commission Disbursement Authorization (CDA)
CDA Form: https://form.jotform.com/252708522568059
☐ Once the signed CDA form is received, review and confirm it is accurate.
☐ Request changes if needed.
☐ Submit final CDA to Title and verify a copy is in the SkySlope file.
☐ Confirm that Title has proper disbursement instructions, per the CDA and Referral Agreement.
Failure to properly follow these CDA steps may delay your commission payment.

D – Epique Outgoing Referral (Sending Agent)
When referring a client to an agent at another brokerage:
☐ Complete Step 1 before transferring the client.
☐ Provide Epique's W-9 and fully signed Referral Agreement to the receiving brokerage.
☐ Provide the signed **Referral Agreement, Epique's W9, and the CDA Instruction page** to Title.
☐ Maintain communication with the receiving agent and Title/Escrow through closing.
7–10 Days Prior to Closing:
☐ Request Commission Disbursement Authorization (CDA)
CDA Form: https://form.jotform.com/252708522568059
☐ Selecting "Referral Income" on section 12.
☐ Verify CDA is accurate and request any corrections, as needed.
☐ Upload completed CDA to WAdocs@epiquerealty.com.
☐ Verify the settlement statement reflects the correct referral amounts.
☐ Confirm that Title has proper disbursement instructions per the CDA and Referral Agreement.
☐ Title should submit Epique's portion of any commission payable to:
Epique Realty
16225 Park Ten Place, Suite 500
Houston TX 77084

Final Reminders:
- The broker is solely responsible for tracking their own referral agreements from execution through payment.
- The broker is responsible for ensuring every referral fee owed by Epique Realty in connection with the broker's transaction is disclosed, documented, reflected on the CDA, and paid at closing.
- If a referral fee is not paid at closing because the broker failed to disclose, document, or accurately report it, the broker is responsible for satisfying that obligation in full.
- The Company may recover the unpaid amount by offset or chargeback against the broker's current or future commissions, revenue share, or other amounts otherwise payable, consistent with the ICA.
- A CDA is still required even if an agent has capped or if Epique is not the closing brokerage.
- The referral obligation survives termination of the broker's affiliation with Epique Realty.

EPIQUE

REFERRAL AGREEMENT

CLIENT: ☐ **BUYER** (or Tenant) ☐ **SELLER** (or Landlord) ☐ **BOTH**

REFERRING SIDE

Brokerage: ______________________

Office Address: ______________________
____

Agent: ______________________

License #: ______________________

Phone: ______________________

Email: ______________________

RECEIVING SIDE

Brokerage: ______________________

Office Address: ______________________
____

Agent: ______________________

License #: ______________________

Phone: ______________________

Email: ______________________

CLIENT INFORMATION

Name: ______________________

Phone: ______________________

Email: ______________________

Price Range: ______________________

Coverage Area: ______________________

Receiving Brokerage agree to pay Referring Brokerage a Referral Fee as outlined below at the close of escrow. Referral fee shall be paid to Referring Brokerage within 14 calendar days of commission being received by Receiving Brokerage.

FEE: ☐ _____% of Commission ☐ $_______ of Commission ☐ Other (see below)

TERMS: (1) Valid for ____ number of transactions

(2) This Referral Agreement begins on _____________ and expires on _____________

Additional Terms: ______________________

______________________ Referring Agent Signature

______________________ Date

______________________ Receiving Agent Signature

______________________ Date

______________________ Referring Broker Signature

______________________ Date

______________________ Receiving Broker Signature

______________________ Date

Payable To: Epique Realty | **Tax ID** #88-1190134 | **Mailing Address:** 16225 Park Ten Place, Suite 500 Houston, TX 77084
Wiring Info: Epique Inc. | ABA: 091311229 | ACCT: 202300764864 | Choice Financial Group

PLEASE ATTACH THIS AGREEMENT WITH PAYMENTS

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
EPIQUE INC

2 Business name/disregarded entity name, if different from above
EPIQUE REALTY

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
16225 PARK TEN PL STE 500

6 City, state, and ZIP code
HOUSTON, TX 77084

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
    –   –

or

Employer identification number
8 8 – 1 1 9 0 1 3 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person ▶** Christopher Miller | **Date ▶** 11/28/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Commission Disbursement Instructions

This is your authorization to fund this transaction EXACTLY AS STATED.
All changes must be confirmed in writing.

Please call or email Epique Realty with any questions at:
(512) 387-0722 or CDA@EpiqueRealty.com

At close of sale, submit a fully executed settlement statement with Wire/Check confirmation to CDA@EpiqueRealty.com with the Agent's name and property address in the subject line.

Wire Instructions (preferred method): Payable To: Epique Realty | Tax ID #88-1190134 |
Wiring Info: Epique Inc. | ABA: 091311229 | ACCT: 202300764864 | Choice Financial Group

Check Payments: Make Payable To: Epique Realty
Include the Agent's name and property address on the memo line.
Include a fully executed settlement statement.

Mailing To: Epique Realty
16225 Park Ten Place
Suite 500
Houston, TX 77084