

REALTOR FAIRNESS POLICYSearch: **RP4973**

ORIGINAL:	Citrix > Accounting > HR > [REDBOOK] : [S] Sales Training > (See Title Above)		R-8-20-2024
CWAY.com:	[UTILITY] List > [PUBLIC WEBSITE] Website Global Settings > Realtor (See Title Above)	VIDEO: None	
[REDBOOK]:	Email Update to [S]	FILE: None	
PURPOSE: To honor a Realtor’s hard work, pay a fair commission when earned, and NEVER undercut a Realtor.			

POLICY NOTE TO REALTORS:

Conaway Homes welcomes participation by licensed Brokers and Agents in the sales of our new homes. We appreciate the professionalism and hard work performed by members of the real estate community. That's why it is our policy to reward those who are the procuring cause of the sale.

QUICK POLICY FACTS:

- The Realtor **IS NOT REQUIRED TO WRITE THE CONTRACT TO RECEIVE A COMMISSION.**
- The Realtor must be a licensed agent or broker to qualify for a commission.
- Commissions are based on the contract price, & paid upon successful closing.
- The Realtor's commission is based on the Procuring Cause¹ of the sale as defined below...

3% COMMISSION: 3% Commission is earned when the Realtor is the Procuring Cause¹ of the Sale as defined below...

- If... **The Realtor submits** an Acceptable Contract² on any home,
 Or... If Realtor's Client³ is presented **BEFORE** a valid Conaway's Client⁵ with proper registration⁴.
 Or... If Conaway / Realtor's Client³ contracts **within 90 days** from the Conaway / Realtor's Registration⁴
 Or... If Conaway / Realtor's Client³ contracts another home **within 90 days of a previous Conaway closing.**

1% COMMISSION: 1% Commission is earned when the Realtor is associated with the Sale as defined below...

- If... A Realtor claims a client **AFTER** a valid Conaway's Client⁵ relationship has been established,
 And if... The Realtor can provide their Residential Buyer Representation Agreement⁶ (**TAR # 1501**) to a Conaway Homes' New Home Specialist within 24 hours of their claim.

NO AFTER-THE-FACT COMMISSIONS:

- If... The **client has closed** on their home,

Again, Conaway Homes is pleased to have the participation of the real estate sales community, and we believe that this policy is fair to those agents and brokers who diligently pursue an acceptable contract. If you have **any** questions, please contact your Conaway Homes New Home Specialist.

Definitions*:**

1. Procuring Cause: Realtor's action results in a contract generated by themselves or by Conaway's within acceptable time.
2. Acceptable Contract: A contract that has been accepted by both Conaway's & the Buyer.
3. Conaway / Realtor Client: A client who has been properly registered using the Conaway's Client Registration⁴
4. Conaway's Client: A client who has contacted, or visited Conaway Homes, & established communication prior to Realtor.
5. Realtor's Client: A Realtor who has a written agreement between his or her client or the one who submits a valid contract.

*** In the event there are two Realtors claiming commission on the same client, Conaway will pay the Realtor who submits a valid contract or to the Realtor who provides a valid Residential Buyer Representation Agreement⁶ (**TAR # 1501**)

REALTOR FAIRNESS POLICY - CLIENT REGISTRATION FORMSearch: **RP4973**

ORIGINAL:	Citrix > Accounting > HR > [REDBOOK] : [S] Sales Training > (See Title Above)		See Page 1 for Revision Date
CWAY.com:	[UTILITY] List > [PUBLIC WEBSITE] Website Global Settings > Realtor (See Title Above)	VIDEO: None	
[REDBOOK]:	<i>Email Update to [S]</i>	FILE: None	
PURPOSE: To protect the Realtor’s commission by getting the client registration in writing.			

Upon the execution of this form, the Realtor's earned commission is guaranteed in accordance to the [Conaway Homes' Realtor Fairness Policy](#) found at www.ConawayHomes.com/Realtor.
No further action is required to protect the Realtor's commission, **if contracted within 90 days**.

Realtor to complete this box...**1 Deliver completed form to a Conaway Homes New Home Specialist in the presence of your customer...**

Client Full Name: _____

Client Email: _____

Client Phone: _____

Realtor's Full Name: _____

Realtor's Phone #: _____

Realtor's Email: _____

Realtor's Broker: _____

Conaway's New Home Specialist to complete this box...**1 Complete steps 1, 2, & 3 below...**

I, being a Conaway's New Home Specialist confirm, that the above Realtor is entitled to a commission.

Check one... (provide [Conaway's client¹](#) proof to Realtor if applicable)

☐ The Realtor properly registered their client **BEFORE** a valid [Conaway's Client¹](#) and is entitled to a **3% commission**.

☐ The Realtor properly registered their client **AFTER** a valid [Conaway's Client¹](#) and is entitled to a **1% commission**

Conaway's New Home Specialist

Date (valid 90 days from this date)

2 Give a copy of this executed agreement to Realtor**3 Scan & Upload Executed agreement to...**

(CWAY.com > Sales: ☒ Registered Customer (find customer), Click "Edit" > Click "Add Customer File", upload...
File name "**Realtor's Client Registration Form**"

1. [Conaway's Client:](#) A client who has contacted, or visited Conaway Homes, & established communication.