

**REAL ESTATE PRO (REP) - FAIRNESS POLICY**Search: **RP4973**

<b>ORIGINAL:</b>	Brent's Computer > Sales > Realtor Stuff > (See Title Above)	<b>R-4-9-2016</b>
<b>SYSTEM:</b>	System > Utility : List > Public Website : Website Global Settings > REP (See Title Above)	
<b>FOLDER:</b>	None	
<b>FORM BOX:</b> None		
<b>PURPOSE:</b> To honor a (REP)'s hard work, pay a fair commission when earned, and <b>NEVER</b> undercut a (REP).		

**POLICY NOTE TO (REP)'s:**

Conaway & Sons, Ltd. (also known as 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.

**(REP) PROTECTION GUARANTEE:**

- Conaway & Son's, Ltd. will not sell a home for less if a (REP) is not involved in a sale. Period!

**QUICK POLICY FACTS:**

- The (REP) **IS NOT REQUIRED TO WRITE THE CONTRACT TO RECEIVE A COMMISSION.**
- The (REP) must be a licensed agent or broker to qualify for a commission.
- Commissions are based on the contract price, & paid upon successful closing.
- The (REP)'s commission is based on the [Procuring Cause](#)<sup>1</sup> of the sale as defined below...

**3% COMMISSION:** 3% Commission is earned when the (REP) is the [Procuring Cause](#)<sup>1</sup> of the Sale as defined below...

- If... **The (REP) submits** an [Acceptable Contract](#)<sup>2</sup> on any Conaway Home,  
 Or... If [\(REP\)'s Client](#)<sup>3</sup> is presented **BEFORE** a valid [Conaway's Client](#)<sup>5</sup> with proper registration<sup>4</sup>.  
 Or... If [Conaway / \(REP\)'s Client](#)<sup>3</sup> contracts **within 90 days** from the [Conaway / \(REP\)'s Client Registration](#)<sup>4</sup>

**1% COMMISSION:** 1% Commission is earned when the (REP) is associated with the Sale as defined below...

- If... A (REP) Claims a client **AFTER** a valid [Conaway's Client](#)<sup>5</sup> relationship has been established,  
 And if... The (REP) can provide their [Residential Buyer Representation Agreement](#)<sup>6</sup> (**TAR # 1501**) to a Conaway Homes' New Home Specialist within 24 hours of their claim.  
 Or if... The (REP) can prove they properly registered their client **within the past 90 days** using the [Conaway / \(REP\) Client Registration](#)<sup>4</sup>. Registration form should be uploaded at...  
 (*System > Sales > (find customer), click "Edit" > View "Customer Files" "(REP) Client Registration Form"*)

**NO AFTER-THE-FACT COMMISSIONS:**

- If... The **client has closed** on their home,  
 Or if... A **"Build On Your Lot" custom home has already started**. (*proof of start will be provided if necessary*)

Again, Conaway & Sons Ltd. 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](#): (REP's) action results in a contract generated by themselves or by Conaway Homes within acceptable time.
2. [Acceptable Contract](#): A contract that has been accepted by both Conaway Homes & the Buyer.
3. [Conaway / \(REP\) Client](#): A client who has been properly registered using the [Conaway / \(REP\) Client Registration](#)<sup>4</sup>
4. [Conaway / \(REP\) Client Registration](#): A (REP) who visits a sales center with their clients, and registers those clients, *(in person, in the presence of one of our New Home Specialist)*
5. [Conaway's Client](#): A client who has contacted, or visited Conaway Homes, & established communication prior to (REP).
6. [\(REP\)'s Client](#): A (REP) who has a written agreement between his or her client or the one who submits a valid contract.

\*\*\* In the event there are two (REP)'s claiming commission on the same client, Conaway will pay the (REP) who submits a valid contract or to the (REP) who provides a valid [Residential Buyer Representation Agreement](#)<sup>6</sup> (**TAR # 1501**)

# CONAWAY / (REP) CLIENT REGISTRATION FORM

Search: **RP4973**

<b>ORIGINAL:</b>	Brent's Computer > Sales > Realtor Stuff > (See Title Above)	<b>See (REP) Commission Policy Revision Date</b>
<b>SYSTEM:</b>	System > Utility : List > Public Website : Website Global Settings > REP (See Title Above)	
<b>FOLDER:</b>	Redbook [8] <b>FORM BOX:</b> None	
<b>PURPOSE:</b> To protect the (REP)'s commission by getting the client registration in writing.		

Upon the execution of this form, the (REP)'s earned commission is guaranteed in accordance to the [Conaway Homes' \(REP\) Fairness Policy](#) found at [www.ConawayHomes.com/REP](http://www.ConawayHomes.com/REP). No further action is required to protect the (REP)'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...**

(REP)'s Client Name: \_\_\_\_\_

(REP)'s Full Name: \_\_\_\_\_

(REP)'s Phone #: \_\_\_\_\_

(REP)'s Email: \_\_\_\_\_

**Conaway Homes' New Home Specialist to complete this box...**

**1 Complete steps 1, 2, & 3 below...**

I, being a Conaway Homes New Home Specialist confirm, that the above (REP) is entitled to a commission.

Check one... (provide [Conaway's client<sup>1</sup>](#) proof to (REP) if applicable)

The (REP) properly registered their client **BEFORE** a valid [Conaway's Client<sup>1</sup>](#) and is entitled to a **3% commission**.

The (REP) properly registered their client **AFTER** a valid [Conaway's Client<sup>1</sup>](#) and is entitled to a **1% commission**

Conaway Homes' New Home Specialist      Date (valid 90 days from this date)

**2 Give a copy of this executed agreement to (REP)**

**3 Scan & Upload Executed agreement to...**  
 (System > Sales:  Registered Customer (find customer), Click "Edit" > Click "Add Customer File", upload...  
 File name **"(REP) Client Registration Form"**

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