



Participating Broker Program

We are pleased to provide you with information regarding our Participating Broker Program. This policy has been established as part of our commitment to the brokerage community and to assure the protection of our prospects.

- 1. Initial Prospect Registrations:** Prior to your clients' first visit to any of Phillippe Builders Communities, you may submit a faxed Broker Registration Form to Phillippe Builders at 708-756-0863 or you may accompany your client to our Sales Center on the first visit and complete the Guest Registration Card and Broker Registration Form on site. Broker/Agent is required to view the models/community for which they are registering their clients. The Authorized Phillippe Builders' representative is required to validate registration. Registration of clients must occur on or before their first visit to any Phillippe Builders communities. Registration of the client by Phillippe Builders at any community within the 120 days prior to Broker Registration voids the possibility of earning a commission.
- 2. Registration Period:** Prospect registrations are valid for 120 days from the date of the Broker Registration Form.
- 3. Return Visits:** You are always welcome to accompany your prospects on return visits for a preview of our homes. However, if you are unable to attend with your client on subsequent visits, please ask them to call in advance for an appointment to assure that the Phillippe Builders' Representative will be available.
- 4. Commissions:** A commission will be paid to the registered and procuring broker with a current registration upon closing and funding. In the event a closing does not occur, for any reason whatsoever, no commission will be paid. Commissions are based on 2.5% of the base purchase price. (Commissions are not paid on options and upgrades, i.e. lot premiums, screen porch, 3-car garage, etc.) If more than one broker registers the same prospect, the commission will be paid to the Procuring Broker as defined by GNAIR rules and regulations with a current registration.
- 5. Contracts and Closings:** Our Staff will handle all aspects of contract administration and closing for each client. This requires that we use our standard agreements to properly represent our homes as well as the community associations.
- 6. Broker Reviews:** Arrangements can be made for Participating Sales Agents and Brokers to preview any model in our communities. Interested offices should contact the Sales Center to schedule a time and date.
- 7. Program Changes:** Since the Participating Broker Program is subject to change from time to time without written notice, you are encouraged to contact Phillippe Builders to obtain a copy of the latest Participating Broker Program Policy.
- 8. Follow up:** Our new home consultant will be contacting you for feedback concerning your client's reaction to our community. If we are unable to reach you within 48 hours, we will contact your client directly and make our best effort to sell them a home, for which you will earn a commission.