



Dear Sales Associate:

I would like to take this opportunity to welcome you to VRI Homes. Attached is the VRI Homes New Agent Packet.

Please complete the required paperwork and return it to your Manager/ Administrator within 5 business days. You will need to provide us with the following items:

Copy of your driver's license
proof of Auto Insurance
copy of your birth certificate or passport.

Thank you for selecting VRI Homes. We look forward to a lasting and very successful relationship.

Sincerely,

Lawrence J. Vecchio
Broker/Owner

Victor Giamanco
CEO



PAPERWORK CHECKLIST

PAPERWORK REQUIRED FOR NEWLY LICENSED AGENTS

- ___ License paperwork and fingerprint form (with receipt)
- ___ \$160 Money order or Cashier's check made payable to "State Treasurer of New Jersey"
- ___ Independent contractor agreement
- ___ Commission Schedule
- ___ Commission Schedule after Termination
- ___ Sales Application
- ___ W-9 form
- ___ Birth Certificate or Passport, Driver's License and Insurance card
- ___ E & O premium (\$495 per year, prorated after January)

PAPERWORK REQUIRED FOR TRANSFERRING LICENSED AGENTS

- ___ Independent contractor agreement
- ___ Commission Schedule
- ___ Commission Schedule after Termination
- ___ Sales Application
- ___ W-9 form
- ___ Birth Certificate or Passport, Driver's License and Insurance card
- ___ E & O premium (\$495 per year, prorated after January)
- ___ \$25 transfer fee

NAME: _____ OFFICE: _____

EMAIL: _____ CELL #: _____



APPLICATION FOR SALES
ASSOCIATE POSITION

Name: Mr. / Mrs. / Ms. / Miss _____

Address: _____

SS #: _____ Phone: _____

Email: _____

Emergency Contact Name: _____ Phone: _____

Driver License #: _____

Car Insurance Company: _____

Car Insurance Policy #: _____

I hereby certify that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosing, effects my application unfavorably.

Signature of applicant

VRI HOMES may use information from this application for publicity purposes if I become associated with your firm.

Signature of applicant

VRI HOMES

Lawrence J. Vecchio
Broker/Owner
Commission Schedule 2017

E & O Professional Liability Yearly Fee
Payable Upon Signing On ~ \$495

Print Associate's Name- _____

Branch- _____

I acknowledge that should an E & O claim arise while I am an agent with VRI Homes I will be responsible for half of the deductible amount.

I acknowledge that should I no longer be an agent with VRI Homes and an E & O claim arises after I have left, I will be responsible for the entire deductible amount

Commission Tiers (Net of Corporate Fee)

50% Bonus Level 1 (\$0-\$35,000)

55% Bonus Level 2 (\$35,000-\$60,000)

60% Bonus Level 3 (\$60,000-\$80,000)

65% Bonus Level 4 (\$80,000-\$100,000)

**70% Bonus Level 5 (\$100,000-\$125,000)

**75% Bonus Level 6 (\$125,000-\$200,000)

**80% Bonus Level 7 (\$200,000+)

*Sales Associate agrees to a _____% Commission Split

The Sales Associate must be current with all fees and dues in order to qualify for any bonus

Any decision of the amount of bonus allowances and interpretation of any of the foregoing clauses rests solely with Management of VRI Homes, whose decision is final

You must maintain bonus level for the following year or commission level will be reduced by one level

VRI Homes Corporate fee is 4% of gross commission

Referral Bonus – If you recruit on agent, you will receive \$250.00 dollars from their first two (2) closed sales transactions (rentals are not included) within the first year

Tuition Reimbursement Bonus-When you complete Real Estate School, you will be reimbursed the cost of school tuition after your first two (2) closed sales transactions (rentals are not included) within the first year

Agent Agreements are reviewable January of each calendar year

****Agent is responsible to pay for any and all advertising costs associated with any advertising that is placed on their behalf at commission levels of 70% and greater****

Agents will be responsible for all associated costs, based on their split compensation

AGENT AGREES TO COMPLY BY NJAR CODE OF ETHICS

Sales Associate

(Date)

(Manager)

(Date)

Lawrence J. Vecchio (Broker/Owner)

(Date)

Victor Giamanco (CEO)

(Date)



NEW JERSEY REALTORS® STANDARD FORM OF
BROKER-SALESPERSON
INDEPENDENT CONTRACTOR AGREEMENT

©2001 New Jersey Realtors®, Inc.

THIS AGREEMENT, is made and entered into this ___ day of ___, by and between
Lawrence J. Vecchio (hereinafter referred to as the "Broker"),
having its principal office at 3400 Highway 35, Suite 5 Hazlet, NJ 07730,
and
(hereinafter referred to as the "Salesperson"), residing at

WITNESSETH:

WHEREAS, Broker is engaged in business as a real estate broker trading as VRI Homes, with its principal office at
3400 Highway 35, Suite 5, Hazlet, NJ, and as such is duly licensed to engage in activities including,
but not limited to, selling, offering for sale, buying, offering to buy, listing and soliciting prospective purchasers, and negotiating loans on
real estate, leasing or offering to lease, and negotiating the sale, purchase or exchange of leases, renting or placing for rent, or managing
real estate or improvements thereon for another or others; and

WHEREAS, Broker has and does enjoy the goodwill of the public, and has a reputation for fair and honorable dealing with the public;
and

WHEREAS, Broker maintains an office in the State of New Jersey equipped with furnishings, listings, prospect lists and other equip-
ment necessary, helpful, and incidental to serving the public as a real estate broker; and

WHEREAS, Salesperson is duly licensed by the State of New Jersey as a real estate salesperson; and

WHEREAS, it is deemed to be to the mutual advantage of Broker and Salesperson to enter into this Agreement; and

WHEREAS, Salesperson acknowledges that he has not performed any acts on behalf of Broker nor has he been authorized to act on
behalf of Broker; and

WHEREAS, the parties acknowledge that they deem it desirable to enter into an agreement in compliance with the provisions of
N.J.A.C. 11:5-4.1;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants herein contained, it is mutually covenanted
and agreed by and between the parties hereto as follows:

1. SERVICES. Salesperson agrees to proceed diligently, faithfully, legally, and with his best efforts to sell, lease, or rent any and all
real estate listed with Broker, except for any listings which are placed by Broker exclusively with another salesperson(s), and to solicit
additional listings and customers for Broker, and otherwise to promote the business of serving the public in real estate transactions, and
for the mutual benefit of the parties hereto.

2. OFFICE SPACE. Broker agrees to provide Salesperson with work space and other facilities at its office presently maintained at
, or at such other location
as determined by Broker at which Broker may maintain an office. The items furnished pursuant to this Paragraph 2 shall be for the con-
venience of the Salesperson.

3. RULES AND REGULATIONS. Salesperson and Broker agree to conduct business and regulate habits and working hours in a
manner which will maintain and increase the goodwill, business, profits, and reputation of Broker and Salesperson, and the parties agree
to conform to and abide by all laws, rules and regulations, and codes of ethics that are binding on, or applicable to, real estate broker
and real estate salespeople. Salesperson and Broker shall be governed by the Code of Ethics of the NATIONAL ASSOCIATION OF
REALTORS®, the real estate laws of the State of New Jersey, the Constitution and By-Laws of the
Board/Association of Realtors®, the rules and regulations of any Multiple Listing
Service with which Broker now or in the future may be affiliated with, and any further modifications or additions to any of the foregoing.
Salesperson acknowledges that it is his responsibility to familiarize himself with all current Code of Ethics, the Local Board/Association
By-Laws, the rules and regulations of any Multiple Listing Service with which Broker is now affiliated, the Rules and Regulations of the
Real Estate Commission and the License Law of the State of New Jersey. Broker agrees to maintain copies of all the foregoing and to
make the same available to Salesperson. Salesperson agrees also to abide by the rules, regulations, policies and standards promulgated
by Broker.



51 4. **LICENSING AND ASSOCIATION MEMBERSHIP.** Salesperson represents that he is duly licensed by the State of New Jersey
52 as a real estate salesperson. Salesperson acknowledges that Broker is a member of the _____
53 _____ Board/Association of Realtors®, the New Jersey Association of REALTORS® and the NATIONAL ASSOCIA-
54 TION OF REALTORS®, and as a result thereof, Broker is subject to the rules and regulations of those organizations. Salesperson agrees
55 to be subject to and act in accordance with said rules and regulations. If Broker requires Salesperson to become a member of any real
56 estate organization, then Salesperson agrees that he shall become a member thereof and shall pay all applicable fees and dues required
57 to maintain said membership. As a result of Broker being a member of the aforesaid groups, Broker and Salesperson agree to abide by
58 all applicable rules, regulations and standards of such organizations, including, but without limitation, those pertaining to ethics, conduct
59 and procedure.
60

61 5. **COMPENSATION.** Salesperson's sole compensation from Broker shall be in the form of commissions. The commissions for
62 services rendered in the sale, rental, or leasing of any real estate and the method of payment, shall be determined exclusively by Broker.
63 Commissions, when earned and collected by Broker, shall be divided between Broker and Salesperson after deduction of all expenses and
64 co-brokerage commissions in accord with the Salesperson's Commission Schedule attached to this Agreement as Schedule A which is an
65 outline of compensation to be paid by Broker to Salesperson during the Salesperson's affiliation with Broker.
66

67 6. **MULTIPLE SALESPeOPLE.** In the event that two (2) or more salespeople under contract with Broker participate in a sale and
68 claim a commission thereon, then and in that event the amount of commissions allocable to each salesperson shall be divided in accord-
69 dance with a written agreement among said salespeople. In the event that the salespeople shall be unable to agree, the dispute shall be
70 submitted to and determined by Broker, in his sole discretion.
71

72 7. **RESPONSIBILITY OF BROKER FOR COMMISSIONS.** In no event shall Broker be liable to Salesperson for any commissions
73 not collected, nor shall Salesperson be personally liable for any commissions not collected. It is agreed that commissions collected shall
74 be deposited with the Broker and subsequently divided and distributed in accordance with the terms of this Agreement.
75

76 8. **DIVISION AND DISTRIBUTION OF COMMISSIONS.** The division and distribution of the earned commissions
77 as provided for in this Agreement which may be paid to or collected by the Broker, but from which Salesperson is due certain commis-
78 sions, shall take place as soon as practicable after collection and receipt of such commissions, but in no event more than ten (10) business
79 days after receipt by the Broker, or as soon thereafter as such funds have cleared the Broker's bank.
80

81 9. **RESPONSIBILITY FOR EXPENSES.** Unless otherwise agreed in writing, Broker shall not be liable to Salesperson for any ex-
82 penses incurred by Salesperson or for any of his acts, nor shall Salesperson be liable to Broker for Broker's office help or expenses, or for
83 any of Broker's acts other than as specifically provided for herein.
84

85 10. **ADVANCES.** Broker may from time to time and in his sole discretion make advances to Salesperson on account
86 of future commissions; it being expressly agreed, however, that such advances are temporary loans by Broker for the accommodation
87 of Salesperson which are due and payable on demand or as otherwise agreed to by the Broker, and are not compensation. Upon notice
88 to Salesperson, Broker shall have the right to charge interest on any and all advances made to Salesperson, either at the time of making
89 the advance or thereafter, at a rate chosen by Broker in his sole discretion, but not in excess of the maximum rate permitted by law. Upon
90 receipt of payment of commissions, Broker shall credit the account of Salesperson (first toward interest, if any, and then toward principal)
91 with the portion of such commissions due Salesperson. If at any time, the advances made to Salesperson together with interest thereon, if
92 any, exceed the credits to his account for his share of commissions collected, then such excess shall be owing by Salesperson to Broker
93 and shall be due and payable upon demand. After such demand, interest at the maximum rate permitted by law shall accrue upon the
94 amount due Broker, notwithstanding the fact that any or all of the advances made to Salesperson have initially been interest free or at a
95 reduced rate of interest.
96

97 11. **REAL ESTATE LICENSES, BONDS, DUES AND FEES.** Salesperson agrees to pay the cost of maintaining his real estate
98 license, dues for membership in the NATIONAL ASSOCIATION OF REALTORS®, the New Jersey Association of REALTORS®, the
99 local Board/Association of REALTORS® and other dues and fees related to the rendering of services by Salesperson as a real estate
100 salesperson.
101

102 12. **AUTHORITY TO CONTRACT.** Salesperson shall have no authority to bind, obligate, or commit Broker by any promise or
103 representation, either verbally or in writing, unless specifically authorized in writing by Broker in a particular transaction. However,
104 Salesperson shall be and is hereby authorized to execute listing agreements for and on behalf of Broker as his agent subject to Broker's
105 office policy.
106

107 13. **CONTROVERSIES WITH OTHERS.** In the event any transaction in which Salesperson is involved results in a dispute, litigation
108 or legal expense, Salesperson shall cooperate fully with Broker. Broker and Salesperson shall share the payment of all judgments,
109 awards, settlement and other expenses connected therewith, in the same proportion as they normally would share the commission result
110 ing from such transaction if there were no dispute or litigation. It is the policy to avoid litigation wherever possible, and Broker, within

111 his sole discretion may determine whether or not any litigation or dispute shall be prosecuted, defended, compromised or settled, and the
112 terms and conditions of any compromise or settlement, or whether or not legal expense shall be incurred. Salesperson shall not have the
113 right to directly or indirectly compel Broker to institute or prosecute litigation against any third party for collection of commissions, nor
114 shall Salesperson have any cause of action against Broker for its failure to do so. In the event a commission is paid to Broker in which
115 Salesperson is entitled to share, but another real estate broker disputes or may dispute the right of Broker to receive all or any portion of
116 such commission, Salesperson agrees that Broker may hold said commission in trust until such dispute is resolved or sufficient time has
117 passed to indicate to Broker in his sole and absolute judgment that no action or proceeding will be commenced by such other real estate
118 broker regarding the subject commission. In the event Broker shall pay any commission to Salesperson and thereafter, either during or
119 subsequent to termination of this Agreement, Broker shall become obligated, either by way of final judicial determination, arbitration
120 award or good faith negotiation, to repay all or any part of such commission to others, Salesperson agrees to reimburse Broker his pro rata
121 share thereof. In any such instance, Broker agrees to keep Salesperson reasonably informed of any proceeding.

122
123 **14. OWNERSHIP OF LISTINGS.** Salesperson agrees that any and all listings of property, and all actions taken in connection with
124 the real estate business and in accordance with the terms of this Agreement shall be taken by Salesperson in the name of Broker. In the
125 event Salesperson receives a listing, it shall be filed with Broker no later than twenty four (24) hours after receipt of same by Salesperson.
126 Broker agrees, but is not obligated, to generally make available to Salesperson all current listings maintained by its office. However, all
127 listings shall be and remain the separate and exclusive property of Broker unless otherwise agreed to in writing by the parties hereto.

128
129 **15. DOCUMENTS.** Broker and Salesperson agree that all documents generated by and relating to services performed by either of them
130 in accordance with this Agreement, including, but without limitation, all correspondence received, copies of all correspondence written,
131 plats, listing information, memoranda, files, photographs, reports, legal opinions, accounting information, any and all other instruments,
132 documents or information of any nature whatsoever concerning transactions handled by Broker or by Salesperson or jointly are and shall
133 remain the exclusive property of the Broker.

134
135 **16. COMMUNICATIONS.** Broker shall determine and approve all correspondence from the Broker's office pertaining to transactions
136 being handled, in whole or in part, by the Salesperson.

137
138 **17. FORMS AND CONTRACTS.** Broker shall determine and approve the forms to be used and the contents of all completed con-
139 tracts and other completed forms before they are presented to third parties for signature.

140
141 **18. INDEPENDENT CONTRACTOR.** This Agreement does not constitute employment of Salesperson by Broker and Broker and
142 Salesperson acknowledge that Salesperson's duties under this Agreement shall be performed by him in his capacity as an independent
143 contractor. Nothing contained in this Agreement shall constitute Broker and Salesperson as joint ventures or partners and neither shall be
144 liable for any obligation incurred by the other party to this Agreement, except as provided herein. The Salesperson shall not be treated as
145 an employee for Federal, State or local tax purposes with respect to services performed in accordance with the terms of this Agreement.
146 Effective as of the date of this Agreement, Broker will not (i) withhold any Federal, State, or local income or FICA taxes from Salesper-
147 son's commissions; (ii) pay any FICA or Federal and State unemployment insurance on Salesperson's behalf; or (iii) include Salesperson
148 in any of its retirement, pension, or profit sharing plans. Salesperson shall be required to pay all Federal, State, and local income and
149 self-employment taxes on his income, as required by law, and to file all applicable estimated and final returns and forms in connection
150 therewith.

151
152 **19. NOTICE OF TERMINATION.** This Agreement, and the relationship created hereby may be terminated by either party hereto
153 with or without cause, at anytime upon three (3) days written notice. However, this Agreement shall immediately terminate upon Sales
154 person's death. Except as otherwise provided for herein, the rights of the parties hereto to any commissions which were accrued and
155 earned prior to the termination of this Agreement shall not be divested by the termination of this Agreement.

156
157 **20. SERVICES TO BE PERFORMED SUBSEQUENT TO TERMINATION.** Upon termination of this Agreement, all negotiations
158 commenced by Salesperson during the term of this Agreement shall continue to be handled through Broker and with such assistance by
159 Salesperson as is determined by Broker. The Salesperson agrees to be compensated for such services in accordance with Schedule B at
160 tached hereto.

161
162 **21. LIST OF PROSPECTS.** Upon termination of this Agreement. Salesperson shall furnish Broker with a complete list of all pros-
163 pects, leads and foreseeable transactions developed by Salesperson, or upon which Salesperson shall have been engaged with respect to
164 any transaction completed subsequent to termination of this Agreement in which Salesperson has rendered assistance in accordance with
165 the terms of this Agreement. Except as expressly provided for in Paragraph 20 of this Agreement, Salesperson shall not be compensated
166 in respect of any transaction completed subsequent to termination of this agreement unless agreed to in writing by the Broker.

167
168 **22. DUTY OF NON-DISCLOSURE.** Salesperson agrees that upon termination of this Agreement, he will not furnish to any person,
169 firm, company, corporation, partnership, joint venture, or any other entity engaged in the real estate business, any information as to Broker
170 or its business, including, but not limited to, Broker's clients, customers, properties, prices,

171 terms of negotiations, nor policies or relationships with prospects, clients and customers. Salesperson, shall not, after termination of
172 this Agreement, remove from the files or from the office of the Broker, any information pertaining to the Broker's business, including, but
173 not limited to, any maps, books, publications, card records, investor or prospect lists, or any other material, files or data, and it is expressly
174 agreed that the aforementioned records and information are the property of Broker.

175
176 23. **COMPENSATION SUBSEQUENT TO TERMINATION.** Upon termination of this Agreement, Salesperson shall be compen-
177 sated only in accordance with the appended Schedule B.

178
179 24. **ESCROW DEPOSIT.** All contracts of sale shall be accompanied by an escrow deposit in an amount as determined by Broker.
180 Salesperson will, at all times, require purchaser or prospective purchasers, to put up such escrow deposit unless a higher or lower sum
181 shall be mutually agreed to by Broker and Salesperson. Salesperson is expressly prohibited from accepting a smaller escrow deposit, a
182 post-dated check, or agreeing not to deposit an escrow check, unless such action has been expressly authorized by Broker.

183
184 25. **AUTOMOBILE.** Salesperson agrees to furnish his own automobile, pay all expenses in connection with the operation
185 and maintenance of said automobile, and that Broker shall have no responsibility therefore. Salesperson agrees to carry
186 throughout the terms of this Agreement public liability insurance upon his automobile with minimum limits not less than
187 Two Hundred Fif y Thousand (\$ 250,000.00) for each person and
188 Two Hundred Fif y Thousand (\$ 250,000.00) for each accident,
189 and property damage insurance with a minimum limit of not less than Two Hundred Fif y Thousand
190 (\$ 250,000.00). Upon request, Salesperson agrees to furnish to Broker certificates certifying as to
191 such insurance prepared by the insurance company.

192
193 26. **ASSIGNABILITY AND BINDING EFFECT.** This Agreement is personal to the parties hereto and may not be assigned, sold or
194 otherwise conveyed by either of them.

195
196 27. **NOTICE.** Any and all notices, or any other communication provided for herein shall be in writing and shall be personally delivered
197 or mailed by registered or certified mail, return receipt requested prepaid postage, which shall be addressed to the parties at the addresses
198 indicated herein, or to such different address as such party may have fixed. Any such notice shall be effective upon receipt, if personally
199 delivered, or three (3) business days after mailing.

200
201 28. **GOVERNING LAW.** This Agreement shall be subject to and governed by the laws of the State of New Jersey, including the con-
202 flicts of laws, irrespective of the fact that Salesperson may be or become a resident of a different state.

203
204 29. **WAIVER OF BREACH.** The waiver by the Broker of a breach of any provision of this Agreement by the Salesperson shall not
205 operate or be construed as a waiver of any subsequent breach by the Salesperson.

206
207 30. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and contains all of the agreement
208 between the parties with respect to the subject matter hereof; this Agreement supersedes any and all other agreements, either oral or in
209 writing between the parties hereto with respect to the subject matter hereof.

210
211 31. **GENDER.** When used in this Agreement, the masculine shall be deemed to include the feminine.

212
213 32. **SEPARABILITY.** If any provision of this Agreement is invalid or unenforceable in any jurisdiction, the other provisions herein
214 shall remain in full force and effect such jurisdiction and shall be liberally construed in order to effectuate the purpose and intent of this
215 Agreement, and the invalidity or unenforceability of any provision of this Agreement in any jurisdiction shall not affect the durability or
216 enforceability of any such provision in any other jurisdiction.

217
218 33. **MODIFICATION.** This Agreement may not be modified or amended except by an instrument in writing signed by the parties
219 hereto. Any modification to this Agreement between the parties after the date of the Agreement shall be of no effect unless such modifica-
220 tion is in writing and is signed by both Broker and Salesperson.

221
222 34. **PARAGRAPH HEADINGS.** The paragraph headings contained in this Agreement are for reference purposes only and shall not
223 affect in any way the meaning or interpretation of this Agreement.

224
225 35. **SURVIVAL OF PROVISIONS.** The provisions of this Agreement shall survive the termination of the Salesperson's services
226 under this Agreement.

227
228 36. **COPY RECEIVED.** Salesperson acknowledges receipt of a fully executed copy of this Agreement, duly signed by Broker and
229 Salesperson.

231 IN WITNESS WHEREOF, the undersigned have set their hands and seals, or if a corporation, has caused this Agreement to be signed
232 and sealed by its duly authorized corporate officer, the day and year first above written.
233

234 WITNESS:

235 _____
236

237 _____
238 (Broker)

239 WITNESS:

240 _____
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242 _____
243 (Salesperson)
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SCHEDULE A
SALESPERSON'S COMMISSION SCHEDULE WHILE AFFILIATED WITH BROKER

Salesperson shall be entitled to receive the following percentage as his portion of the commission earned by Broker as a result of closed sales, listings, rentals, leases, after deducting all expenses and co-brokerage commissions:

SALES TRANSACTIONS

1. _____ % for written listings produced by Salesperson.
2. _____ % for written listings produced and sold by Salesperson.
3. _____ % for selling property listed by co-operating broker.

RENTAL/LEASE TRANSACTIONS

1. _____ % for written listings produced by Salesperson.
2. _____ % for written listings resulting in a signed lease agreement.
3. _____ % for signed lease agreement listed by co-operating broker.

ADDITIONAL PROVISIONS (IF ANY):

Salesperson Signature

SCHEDULE B

SALESPERSON'S COMMISSION SCHEDULE AFTER TERMINATION OF AFFILIATION WITH BROKER

The rate of compensation to be paid by Broker to Salesperson pertaining to transactions which close and on renewals which occur subsequent to the termination of Salesperson's affiliation with Broker is as follows:

1. AS TO SALES TRANSACTIONS

A. Listings

As to written listings which have been produced by Salesperson prior to the date of termination, Salesperson shall be entitled to receive the following percentage of his portion of the commission pursuant to Schedule A for each such transaction, upon collection by Broker.

(I) 75 % if a contract of sale has been executed by all parties and all contingencies contained therein have been satisfied as of such date;

(II) 50 % if a contract of sale has been executed by all parties but any contingencies contained therein have not been satisfied such date;

(III) 0 % if a contract of sale has not been executed by all parties as of such date.

In the event a listing originally produced by Salesperson expires, and is renewed after such termination date, Salesperson shall be entitled to receive 0 % of his portion of the commission for any such transaction upon collection in full by Broker.

B. Sales

As to transaction in which a prospective purchaser has been produced by Salesperson prior to the date of termination, Salesperson shall be entitled to receive the following percentage of his portion of the commission pursuant to Schedule A for any such transaction, upon collection by Broker:

(I) 100 % if the title has closed, but the commission has not been collected as of such date;

(II) 75 % if a contract of sale has been executed by all parties and all contingencies contained therein have been satisfied as of such date;

(III) 50 % if a contract of sale has been executed by all parties but any contingencies contained therein have not been satisfied as of such date;

(IV) 0 % if a contract of sale has not been executed by all parties as of such date; but thereafter a contract is executed by all parties.

2. AS TO RENTAL TRANSACTIONS

A. Listings

As to written listings which have been produced by Salesperson prior to the date of termination, Salesperson shall be entitled to receive the following percentage of his portion of the commission pursuant to Schedule A in any such transaction upon collection by Broker:

(I) 75 % if a lease agreement has been executed by all parties as of such date, but the commission has not yet been received;

(II) 0 % if a lease agreement has not been executed by all parties as of such date, but thereafter, a lease agreement is executed by all parties.

B. Leases

As to rental transactions in which Salesperson has produced a prospective lessee prior to the date of termination, Salesperson shall be entitled to receive the following percentage of his portion of the commission pursuant to Schedule A upon collection by Broker:

(I) 100 % if a lease agreement has been executed by all parties as of such date, but the commission has not yet been received;

(II) 0 % if a lease agreement has not been executed by all parties as of such date, but thereafter, a lease agreement is executed by all parties.

3. ADDITIONAL PROVISIONS (IF ANY):

Salesperson Signature

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above XX	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	
	Requester's name and address (optional)	
	6 City, state, and ZIP code	
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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



BUSINESS CARD ORDER FORM

*Name: _____

*(Your name must appear as it does on your real estate license. Nicknames may be added in quotation or parenthesis).

Your designation shall be: (These titles are mandated by the State of New Jersey and are the **ONLY** choices).

Chose one:

Realtor® Associate

Sales Associate

Or

Broker Associate (If applicable)

Your Ring Central Extension _____

Your Cell Phone #: _____

Your VRI Email Address: _____

Your VRI Office: _____

Any Designations you have earned (ie. CRS, GRI)

Not mandatory

Your VRI Office Address: _____

Your Picture: Please forward your headshot to your Admin when you complete this form should you wish to have your picture on your card.