

**FULFORD HOMES REALTOR®/BUILDER
CO-OP GUIDELINES**



Fulford Homes thanks you for your support in procuring prospective buyers at our community sales centers. Your cooperation in following these guidelines is greatly appreciated and we look forward to your visits. Guidelines effective January 1, 2010.

- 1) In order to insure credit for a sale, the Realtor® agent must accompany their client into the Fulford Homes sales center for registration. The registration must be completed in full and with accurate information. Telephone or fax registrations will not be accepted. If the client is not with the Realtor® full registration information is still required. **Full registration includes client's names, phone numbers, addresses, and e-mail addresses.** Realtor® must authorize Fulford Homes Sales Managers with direct access to client for follow up information. An introduction to the Fulford Homes sales representative on duty is also required.
- 2) The Fulford Homes sales representative will show the display homes or plans to assist the potential buyer and close the sale, if possible. The Realtor® may assist in the process but it is not required. If more than one visit is necessary to close the sale, the Realtor® is not required to return with the client on subsequent visits.
- 3) If a sale is made, the Fulford Homes Community Sales Manager will prepare all necessary applications, contracts, plan approvals, lender forms, etc., involved and collect same for lender's approval. Fulford Homes' staff will order title commitments and all necessary items to prepare for closing. Realtor® must only prepare forms required by the broker's office. Only Fulford Homes' construction & sales agreement documents are accepted by Fulford Homes. No standard real estate contracts will be used.
- 4) All monies and checks received from home buyers shall be made out to Fulford Construction Inc.
- 5) Prior to completion of construction, Fulford Homes will notify home buyer and lender to set a closing date, arrange for title delivery, deed preparation, etc. Realtors® will be contacted by the Fulford Homes Sales Representatives of these dates. This should be received approximately one month prior to the estimated closing date.
- 6) Upon closing and receipt of final payment to Fulford Construction Inc. by the lender or buyer, Fulford Construction Inc. will pay by check, to the agent's broker, up to 2.75% of the original contract price of the home. Payments are made directly to the Realtor®/Broker at closing.
- 7) Fulford Construction will not pay more than one Realtor® commission. Any conflicts of commission will be submitted to the Realtor® Association of Southwestern Illinois for resolution, not to exceed 2.75% in total commissions.

Failure to follow these guidelines will result in a reduced commission or forfeiture of commission.

Community Sales Manager Date

Realtor Date