



October 10, 2013

### **OwnerLand Realty Referral Guidelines**

- *OwnerLand Realty strongly recommends our agents to co-op and pay a reasonable referral fee to our colleagues and agents from other brokerage companies.*
- *OwnerLand Realty requires all business dealings to be documented in writing as a matter of good business practices.*

OwnerLand Realty agents shall refer and receive referrals as follows:

**ALL referrals, given or received, shall be mutually agreed to by both parties in writing.**

Accepted forms of writing include **(a)** a fully executed, written agreement, or **(b)** an email that clearly states the terms of the referral and is acknowledged by both parties. The email **MUST** clearly show acknowledgement by BOTH parties.

Any agreement must contain:

1. The client's name and/or address being referred,
2. The names of both agents,
3. The companies of both agents,
4. The amount or percentage of the referral to be given,
5. (a) If a written agreement, both signatures of agents, or (b) if email, an email string that clearly shows the terms and the acknowledgements by both parties as described in company referral policy.

OwnerLand Realty cannot enforce any referral payment if an agent fails to comply with company's referral policy.

Sincerely,

***Yiming Zhang***

***President/Principal Broker***

***OwnerLand Realty, Inc.***

***OwnerLand Business Model***