



2300 Ramblewood Drive, Unit A, Highland, IN 46322  
 (219) 934-9885 Office / (219) 365-1818 Pam Duke / (219) 365-4242 Pat Haan  
 www.mcfarlandhomes.net

## BROKER REGISTRATION FORM

This Registration Form covers all McFarland Homes communities.

Location Registered: \_\_\_\_\_

ALL CONTRACTS TO BE WRITTEN BY THE McFARLAND HOMES REPRESENTATIVE ON  
 McFARLAND HOMES FORMS.

BROKER INFORMATION		CUSTOMER INFORMATION	
Sales Agent		Name	
Company		Street	
Street		City	
City		State	
State		Zip	
Zip		Phone	
Cell Phone		Email	
Office Fax		Date of Visit	
Email			

REGISTRATION PROCESS ON REVERSE SIDE.  
 THIS FORM MUST BE FULLY COMPLETED TO BE VALID.

Prospect registrations are valid for 180 days. If you are actively trying to interest your customer after this initial time period, a one time re-registration for 180 additional days will be granted by completing a new Broker Registration Form.

See McFarland Homes Representative for the referral fee amount paid upon closing and funding to the procuring broker with a current Broker Registration Form. Please refer to page 2 of this form for more details.

McFarland Homes representative & Broker/Agent have read the terms of the Participating Broker Program Policy on Page 2 and by signing below understand and agree to said Policy.

\_\_\_\_\_  
 McFarland Homes

\_\_\_\_\_  
 Real Estate Agent/Broker

## PARTICIPATING BROKER PROGRAM POLICY

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

### ALL CONTRACTS TO BE WRITTEN BY THE McFARLAND HOMES REPRESENTATIVE ON McFARLAND HOMES FORMS.

1. **Initial Prospect Registrations.** As a Broker/Agent you must personally escort your customer to a McFarland Homes community on their first visit and complete the Guest Registration Card and Broker Registration Form. Please note that signatures from Broker/Agent as well as the authorized McFarland Homes representative are required to validate registration. If for some reason, i.e., scheduling conflicts, Broker/Agent is unable to attend customer's first visit, Broker/Agent may "pre-register" customer by visiting a McFarland Homes community in person and in advance of customer's first visit.
2. **First Visits.** The "first visit" is defined as the customer has not visited any McFarland Homes community in the past or had any previous communication with a McFarland Representative.. McFarland Homes' prior contact with the customer voids the possibility of earning a commission.

It is understood that McFarland Homes spends a substantial amount advertising on Zillow. If it is determined a buyer first learned about McFarland Homes through Zillow and then engages a realtor to escort them through a McFarland Homes community, the registration and subsequent commission will be void.

3. **Registration Periods and Re-Registrations.** Broker Registrations are valid for 180 days from the date on the Broker Registration Form. This time period may be extended one time only for 180 days by re-registering your customer, which requires completing a new Broker Registration Form.
4. **Return Visits/Follow Up.** You are always welcome to accompany your customer on return visits for a preview of our homes. Our staff will be contacting you for feedback regarding your customer's visit to our community. If we are unable to reach you within 48 hours, we will contact your customer directly and give our best efforts to sell them a home, for which you will earn a commission consistent with the terms of this agreement.
5. **Referral Fee.** A flat rate referral fee amount will be paid upon closing and funding to the procuring broker with a current Broker Registration Form. In the event a closing does not occur, for any reason whatsoever, no referral fee will be paid. See McFarland Homes Representative for referral fee rate, as they are different for each subdivision. If more than one broker registers the same prospect, the referral fee will be paid to the Broker/Agent whose customer representation results in a showing and eventual sale of the McFarland Home, wherein the Broker/Agent is present at the time of contract. Any disputes between Seller/Buyer/Broker will be settled through arbitration.
6. **Contracts and Closing.** Our staff is pleased to handle all aspects of the contract administration for each customer. Please note that all sales must be written on an approved McFarland Homes contract and the Broker/Agent must be present at the time of contract. This effort is required so that we may properly represent our homes as well as the community association. Please note, according to Indiana License Law, you or a licensed representative of your company must attend the closing.
7. **Program Changes.** Since the Participating Broker Program is subject to change from time to time without written notice, you are encouraged to obtain a copy of the latest Participating Broker Program Policy available in a McFarland Homes community.