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New Agent-Member Information Sheet and Company Policies

Brooks & Davis Real Estate Firm, LLC strives to offer excellent service to our clients, customers, agents, and affiliates. Our utmost desire is to enrich and empower the community through the purchase of real estate and by contributing to an overall healthy commercial economy. Brooks & Davis Real Estate Firm, LLC has a core purpose to create a greater experience for every stakeholder in the real estate community.

New Agent-Member Set-Up Fee*{This includes business cards and Brooks & Davis Real Estate Firm apparel}*
\$250

Special Agent Member Number(SAM#) & Membership Card

Each Agent-member will receive a number and membership card which determines the level of benefits that the Agent-member is able to access.

Agent-Member Commission Plans & Disbursements

Brooks & Davis Real Estate Firm, LLC has three(3) plans for Agent-members: 1.) 50/50 split plan; 2.) 70/30 split plan which requires Agent-members to have personally completed at least two(2) buy or sell transactions; and 3.) 100% plan that requires a \$250 transaction fee on residential buy/sell transactions. The commission split plans will have an annual cap of \$23,477.24. The fee for commercial transactions on the 100% plan will be determined on a case by case basis. The fee for residential lease & apartment transactions for all plans will be \$125.00.

Agent-members will have the privilege of direct disbursements at the time of closing from the title company for their share of the commission. Agent-members must provide the following information to Brooks & Davis Real Estate Firm, LLC at least 48 hours before closing utilizing a company approved Commission Disbursement Authorization (CDA).

1. GF number
2. Buyer's and Seller's name
3. Property address
4. Name, address, phone number and fax number of Title Company
5. Name of closer
6. Sales Price
7. Date of Closing

Agent-members must provide copies to Brooks & Davis Real Estate Firm, LLC of Fully-Executed Contracts, Fully-Executed Listing Agreements, Final Closing Disclosures, Final Settlement Statements, Fully-Executed Lease Agreements, Agreement Between Brokers for Rentals, & Invoices for Apartments.

Monthly Member Dues, On-Time Payment Rebate, & Fee Waiver

For an Agent-member on a 100% commission plan the member dues are \$150 per month but if paid by the 1st of the month or before they will receive a \$50 rebate. For an Agent-member on one of our commission split plans member dues are \$350 per quarter but if paid by the 1st or sooner of the month after each quarter ends(April, July, October, January) they will get a \$50 rebate. In addition, if one of our Agent-members on a commission split plan completes a single transaction (buy/sale/tenant/landlord/apartment) within a month then the member dues for that month are waived. In the event that an Agent-member on our 100% plan gets 60 days behind or an Agent-member on one of our commission split plans get 2 quarters(6 months) behind on their membership dues their license will be sent back to



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TREC and their membership status with Brooks & Davis Real Estate Firm, LLC will be adjusted to In-Active Licensed Affiliate .

Realtor Recruitment Rally Agent Recruiting Incentive

5% commission override to an Agent-member that recruits other agents to the company

Digital Lead Generation System

For an Agent-member on one of our commission split plans they will gain access to leads through the Digital Lead Generation System.

Tuition Reimbursement Program

For an Agent-member on one of our commission split plans if that agent takes SAE, CE, or a Designation class they can get up to \$85 of the tuition reimbursed (Limit 2 per year)

Agent Success Hotline

For an Agent-member on one of our commission split plans it is a dedicated information hotline from 10a - 10p for questions to be answered. The goal is that if this number is ever called between the hours of 10a – 10p then someone will answer the phone and answer the Agent-member’s question

Success In Real Estate Internship

Opportunity for Agent-members that are on one of our commission split plans and Affiliates to work directly inside of the working environment of a real estate team with an active book of business. This allows them to be hands on and connect the dots on what it takes to complete real estate transactions.

Real Estate Associations

If Agent-members are not members of the Houston Association of Realtors they are required to join within 30 days of Brooks & Davis Real Estate Firm, LLC receiving their license from TREC or their license will be sent back to TREC and their membership status with Brooks & Davis Real Estate Firm, LLC will be adjusted to In-Active Licensed Affiliate . HAR requires that all licensees join when the Broker is also a member. Brooks & Davis Real Estate Firm, LLC is also a long-time member & friend of the Houston Black Real Estate Association and it is encouraged that our Agent-members join the Houston Black Real Estate Association as well.

Payments

Brooks & Davis Real Estate Firm, LLC will accept payments by cash, credit card, cashier’s check, & money order. Personal checks will not be accepted.

Marketing Materials

All marketing materials, business cards, billboards, yard signs, fax cover sheets, letters, memos, and similar items must only contain the official company name and approved company logo.

Property Listings & Showings

Agent-members can select a showing service or schedule their own showing appointments. No appointments can be made through the corporate office. When an Agent-member has a property listing it is highly encouraged to utilize a



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showing service but they may handle their own showing appointments. If the Agent-member handles showings without the use of a showing service it is imperative that they answer their phone when agents call to make a showing appointment. When an Agent-member is found to be excessively not answering their phone when agents call to schedule appointments then the Agent-member will be required to use a showing service.

Company Property Signs & Lockboxes

Agent-members are able to borrow property signs, sign rails, sign riders, & lockboxes by paying a deposit. Once the borrowed item is returned and the condition of the item is assessed and is found to be fair then the deposit will be returned. The deposits are as follows:

1. Signs = \$10.00
2. Sign rails = \$35.00
3. Sign riders = \$5.00
4. Supra lockbox = \$50.00
5. Punch/key lockbox = \$25.00

Agent-member Contact Information

Brooks & Davis Real Estate Firm, LLC maintains a roster of its Agent-members & Affiliates. Accurate contact information should be maintained at all times. The corporate office needs to be notified of any changes in home, work, or cell numbers, physical or email addresses.

Conduct

When in the corporate office and representing Brooks & Davis Real Estate Firm, LLC; language, attire, and behavior of Agent-members, Affiliates, & Staff shall always be in a professional manner.

Disciplinary Actions

In the event an Agent-member does not adhere to these items and policies the following will happen:

- 1st offense - verbal warning
- 2nd offense - written warning
- 3rd offense - license will be returned to TREC & their member status will be moved to In-Active Licensed Affiliate
- 4th offense - will lose their status as a member of Brooks & Davis Real Estate Firm, LLC.

I, _____, acknowledge that I have read and received a copy of these items and policies

Agent-member

Date

BDREF Representative

Date