



## **EMEA Real Estate Agent/Broker Referral Program**

- Qualified Real Estate Agents:** The Regus Group will compensate licensed Real Estate Agents in return for successful initial introductions and/or referrals (Referrals) of their clients not previously referred to Regus, which lead to an executed Service Agreement. The Real Estate Agent Referral Program reserved for commercial Real Estate brokers, residential Real Estate brokers and agents that are duly licensed and in good standing. **The Real Estate Agent must be actively involved in the client's actions.**
- Initial Agreement:** Compensation will be calculated at 10% of the initial fixed Office, Virtual Office or Businessworld Gold / Platinum value fees for up to the first 12 months of agreement term or up until the break whichever is the lesser. Promotional bonus incentive programs may be offered from time to time in specific markets.
- Active Involvement:** The client will resolve questions of continued active involvement or conflict with other brokers.
- Payment:** Regus will promptly pay referral fees, usually within 30 days of receipt of invoice, signed service agreement, the initial invoice (pro-rated first month fee plus retainer), its payment and the occupancy of the office(s) by the client. All commissions will be made payable to the brokerage company and not to the individual broker or agent. A federal tax id # or social security # is required to process the referral request. Regus must receive an invoice for the completed transaction within 45 days of execution to qualify. If Regus does not receive an invoice within 45 days following the commencement date of the signed agreement, the commission shall be forfeited. If a client defaults during their term of their agreement whereby a payment for commission has been made, Regus may invoice the Agent/Broker for the pro-rated commission paid for the term the client is in default or deduct that amount from a future payment.
- Registration:** Real Estate Agents must refer prospects through a General Manager, the Regus website or a Broker Sales Partner. In the event two or more Real Estate Agents refer a prospect, Regus shall accept the first official referral received, unless instructed otherwise by the client. Regus reserves the right to reject a referral to the extent the customer applied directly or was referred previously through another Real Estate Agent. Regus will endeavour to notify the referring Real Estate Agent of any rejections within 3 business days. Submittal of a referral to Regus alone indicates acceptance of our terms and conditions. Regus reserves the right to amend or terminate this policy at any time without prior notice.