



GREAT LAKES REFERRAL LICENSEE/BROKER CONTRACT

This agreement between Great Lakes Referral LLC "Broker" (GLR), and "Referral Licensee" is for the express intent to generate referral commissions for the Broker and the Referral Licensee, and to keep the Referral Licensee's Real Estate License in an active status.

Referral Licensee, _____, herein promises and covenants **not** to practice real estate sales or listings in any way except to refer customers and clients to the Broker herein. The Broker herein shall transfer all referrals by Referral Licensees to Berkshire Hathaway HomeServices Michigan Real Estate, Berkshire Hathaway HomeServices Northern Indiana Real Estate, Berkshire Hathaway HomeServices Tomie Raines, REALTORS® or Berkshire Hathaway HomeServices Executive Realty, or to another qualified broker of referral Licensee's choice.

Written confirmation must accompany all Great Lakes referrals and be registered with referral processing staff. If the licensee has any pending transactions as of the date of this contract, licensee will be paid by their current broker according to their contract, not by Great Lakes Referral.

The receiving Broker will pay Great Lakes Referral 30%* of the sale or listing side of the transaction at closing. Great Lakes Referral will then pay the Referral Licensee 70% of the commissions received from the participating broker.

In the event that Great Lakes Referral LLC Licensee wishes to sell or purchase personal real estate, the referral fee can be negotiated from 30-50% of the sale or listing side. Compensation to the Referral Licensee will be 70% of the referral fee received by Great Lakes Referral.

Each Great Lakes Referral licensee shall pay an annual service fee of \$70.00 to Great Lakes Referral for licensure. The service fee for the year shall be reimbursed with at least one closed referral each year. Each Great Lakes Referral Licensee is responsible for the cost of their continuing education courses; however, the tuition fee for a six credit course shall be reimbursed with a closed referral each year.

Additionally, Great Lakes Referral reserves the right to withhold any monies due to the Real Estate Brokerage of which the Referral Licensee was previously licensed (if the licensee was previously licensed with Fase Realty Co., PPWM LLC, OLOS LLC, Vacation Properties Network Inc, One Realty, LLC, Tomie Raines, REALTORS®, or

Executive Realty LLC). Past due balances will be withheld from the Referral Licensee's net referral check(s) until the balance is paid in full.

It is clearly understood by the parties that the Referral Licensee shall not engage in the practice of Real Estate but is licensed according to the requirements of Michigan law (including continuing education requirements) with Great Lakes Referral "Broker," expressly to generate customer and client referrals to only its licensed Broker according to the terms recited herein.

Effectively dated _____

X

Great Lakes Referral Licensee

Broker

Great Lakes Referral LLC
Licensing@GreatLakesReferral.com

Referral Licensee Information:

Name _____

Street Address _____

City, State, Zip _____

Telephone _____

Email _____

License Permanent ID # _____

Social Security Number _____



ONLINE TRANSFER PROCEDURES FOR GREAT LAKES REFERRAL

1) Go online to the MIPLUS website at www.michigan.gov/miplus.

- Scroll down the webpage until you see "Apply, Renew or Make Changes for one of the Following Professions" and select Real Estate.
- Click on MIPLUS Login (upper right-hand corner).
- Log into MIPLUS using your username and password or select "Register for an Account" and follow the prompts if you have not previously registered for an account.

2) Once you are logged in, select the "Licenses" tab.

- Click on "Modification" next to your license and continue.
- Select "Transfer or Employing Broker Notification" when prompted to select Modification Type.
- Scroll down to New Employing Broker Information and enter Great Lakes Referral's 10 digit Broker License Number (6505375206), expiration date (1/14/2028) and address information will Auto Fill for your convenience (3000 East Beltline Ave, Grand Rapids, MI 49525). Click Continue Application.
- Review your transfer information. If you need to make a correction, click on Edit. Otherwise click on Continue Application to submit your request.
- Pay any applicable transfer fees online with an accepted form of credit card payment.
- You will now see a confirmation that your request was submitted successfully. NO further action is required on your part at this time. Your new employing broker will receive an email notification indicating your request is pending approval.
- Save the record number for your transaction, as you will need that number to track the status of your application.

Please feel free to contact LARA with any questions at 517-241-0199 or BPLHelp@michigan.gov



GREAT LAKES REFERRAL

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I hereby authorize Great Lakes Referral to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter referred to as "Bank") indicated below. Further, I authorize Bank to accept and to credit any credit entries indicated by Great Lakes Referral to my account. In the event Great Lakes Referral deposits funds erroneously into my account, I authorize Great Lakes Referral to debit my account for an amount not to exceed the original amount of the erroneous credit.

Agent Name

Bank/Credit Union Information- (Please be sure to write legibly)

___ Begin Deposit ___ Change Information Listed Below ___ Cancel Deposit

Bank Name

Bank Routing Number (9 digit number)

Checking
Account # _____ % Net Pay

Savings
Account # _____ % Net Pay

This authorization is to remain in full force and effect until Great Lakes Referral and my Bank have received written notice from me of its termination in such manner as to Great Lakes Referral and my Bank a reasonable opportunity to act on it.

Date

Agent Signature

By signing, it is understood that to receive funds the next business day of receiving the referral check, closing transactions must be received and processed before a daily 2:30 pm cut off time. Transactions are processed daily in the order they are received. If your transaction is received or processed after the 2:30 pm cut off time your funds will be available in 2 business days.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.