



Real Estate Agent Referral Policy

Effective Date: January 7, 2025

1. Purpose

The purpose of this Agent Referral Policy is to establish clear guidelines for agents to refer clients to Mariposa Homes and receive compensation for successful referrals. This policy ensures fairness, transparency, and accountability throughout the referral process.

2. Eligibility Criteria

To participate in the Agent Referral Program, the agent must meet the following criteria:

- Be an authorized partner, agent, or affiliate of Mariposa Homes.
- Not be a current employee of Mariposa Homes (unless otherwise stated).
- Complete the necessary registration and agreement process as required by Mariposa Homes.

3. Referral Process

To refer a client, agents must follow the steps outlined below:

1. **Submit Referral:** Agents must submit client details through email, or in person.
2. **Client Engagement:** Agents should provide accurate information regarding the referred client, including potential needs or interests in our products or services.
3. **Client Consent:** The referred client must consent to being contacted by Mariposa Homes for the purpose of exploring services or making a purchase.

Once the referral is successfully submitted, the agent will receive acknowledgment 48 hours of the submission.

4. Referral Compensation

Commission Structure:

- Agents will receive a commission for each successful referral that results in a closed sale



- Commission rates are as follows:
 - **Percentage-based:** 1.5% net of HST of base purchase price excluding optional upgrades

Payment Terms:

- Commissions will be paid within 30 days of the referred client's closing date
- Payments will be made via cheque
- In the event of a refund or cancellation, commissions will not be paid to the referring agent

5. Validity of Referrals

- Referrals are valid for 30 days after submission. If the referred client makes a purchase or signs a contract within this time frame, the agent is entitled to commission.
- If the referred client does not complete the transaction within the validity period, the referral will no longer be considered valid.

6. Agent Responsibilities

Agents are expected to:

- Ensure that all referred clients are genuine and interested in Mariposa Homes products
- Maintain a professional and ethical standard when representing Mariposa Homes
- Not engage in any fraudulent, deceptive, or misleading practices during the referral process.
- Adhere to all applicable laws and regulations related to referrals.

7. Dispute Resolution

In the event of any disputes regarding a referral or compensation, agents should:

1. Contact Mariposa Homes via email.
2. Provide clear evidence (such as emails, forms, or correspondence) related to the referral in question.
3. The issue will be reviewed, and a resolution will be communicated within 14 business days.



8. Termination of Referral Agreement

Either party may terminate this referral relationship by providing written notice. Reasons for termination may include:

- Violation of the terms and conditions of this policy.
- Failure to maintain a professional standard of conduct.
- Fraudulent or unethical behavior related to referrals.
- Discontinuation of the referral program by Mariposa Homes

Termination will be effective immediately upon notice, and all outstanding commissions will be paid based on the status of valid referrals at the time of termination.

9. Confidentiality and Data Protection

Agents must handle all referred client data with confidentiality and in accordance with applicable data protection laws . Agents are prohibited from sharing client details without prior consent from the referred party.

10. Modifications to the Referral Program

Mariposa Homes reserves the right to modify, suspend, or terminate the Agent Referral Program at any time with prior notice to the agents. Any such changes will not affect commissions on referrals made prior to the modification.

11. Miscellaneous

- **Exclusivity:** Agents are not required to exclusively refer clients to Mariposa Homes . However, agents are expected to prioritize referrals for Mariposa Homes when applicable.
- **Non-compete:** Agents shall not refer clients to direct competitors during the term of this agreement unless otherwise agreed upon.

By signing below, the agent acknowledges and agrees to the terms and conditions of this Agent Referral Policy.

Agent's Signature: _____

Date: _____
