

POLICY UPDATE

BROKERAGE SERVICE FEE & MINIMUM PROCESSING FEES PER TRADE

For clarity purposes each trade record that is prepared, the minimum processing fee shall apply.

Our existing policy provides for a minimum-processing fee on each sale and/or lease. The following is an update to clarify this policy.

BROKERAGE SERVICE FEE (5%)

SALE / REFERRALS

When the 5% Brokerage Fee is less than \$375, then the minimum-processing fee of \$375 will apply. Where more than one agent is on the trade then the minimum processing fee shall be split equally between all agents.

LEASES

When the 5% Brokerage Fee is less than \$125, then the minimum-processing fee of \$125 will apply. Where more than one agent is on the trade then the minimum processing fee shall be split equally between all agents.

TRANSACTION OR PERCENTAGE PLANS

Agents who are on a transaction or percentage plan will be exempt from the transaction fee when the commission is less than \$2500, commissions in excess of \$2500 will have the transaction or percentage fee applied. Note: the 5% Brokerage Fee will apply.

NEW CONSTRUCTION

Normal fees including the 5% shall apply as per their schedule "A". (Minimum processing fees are exempt.) Where there is zero commission there will be a minimum-processing fee applied of \$375.