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## Memo:

**To:** Buyer's Agents  
**From:** Eric Van Maren  
**Date:** July 19, 2021  
**Subject:** Shelter Bay Townhomes – Buyer's Agent Referral Fee

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The developer, Shelter Bay Partnership, will pay a buyer's agent referral fee of 3.22% on the first \$100,000 of the initial purchase price and 1.15% on the balance.

To earn this fee, the realtor must register their buyer with us via the form on our website BEFORE their buyer has called, emailed, or registered with us. If the buyer has already registered on their own and identified that they are working with a realtor, we will pay the referral fee. If the client contacts us after registration via telephone, email, or site visit, without identifying a realtor, no fee will be paid.

What you can expect from us:

- We will provide your buyer with all information they request. You do not need to stay involved although you are welcome to do so.
- We will prepare the Purchase Agreement on our standard form and submit it to you for signature.
- We will pay your referral fee via our lawyer's trust account at closing.

What we expect from you:

- Pre-registration of your buyer as noted above.
- Obtaining the signature of the buyer on the Purchase Agreement.
- Obtaining subject removals from your buyer.
- Collecting the deposits from the buyer.

**Eric Van Maren, Managing Partner,  
Shelter Bay Partnership**