



Policy and Procedures Compliance Addendum A

So that the Broker/Manager of First Prime Realty Group can adequately supervise and account for all transaction and disclosure activities, it is mandatory for the Independent Contractor/Real Estate Salesperson to generate all transaction documents listed on the Document Check List through the online version of Zip Forms using the appropriate preformatted sample package templates within the online Zip Forms software (forms may be added to, but not removed from the sample package templates). The Ind. Contractor/Real Estate Salesperson then must export the Zip Forms transaction file to Relay after execution or signing. Any forms found on the checklist, but not found in Zip Forms online will be auto applied in the Relay system to the transaction upon export from Zip Forms to Relay. All additional versions of any documents will then need to be uploaded to Relay for document storage, file tracking and Broker/Manager compliance review. Any additional forms needed in the transaction, but not within Zip Forms, in Relay or stored online must be requested from the Broker/Manager. The company Document Check List must be followed to insure a complete transaction file is submitted. Any executed/signed listing agreement or cancelation of listing agreement between seller and Independent Contractor/Real Estate Sales Person or fully executed purchase offer/rejected purchase offer must be exported into the Relay system via Zip Forms online within 24hrs of acceptance or rejection. Any additional/new versions of the documents and/or its counter parts, counter offers, addendums and disclosures after the initial export must also be uploaded within the Relay system within 24hrs of receipt by the Independent Contractor/Real Estate Sales Person via the Relay system. Please always review the policies and procedures document and training videos for listing and purchase transaction company compliance questions and/or ask the Broker/Manager. At the Broker's/Manager's discretion the 70/30 Agent Trainee Split maybe applied to the Independent Contractor's/Real Estate Salesperson's commission if all compliance policies and procedures are not being followed. This would be done on a probationary period only as an alternative to termination in regards a 100% Agent.

By Signing Below the Independent Contractor/Real Estate Salesperson understands Failure to comply with any provision of this policy manual or any other statement or brokerage policy or procedure is grounds for termination of association. They also understand updates to the compliance policies and procedures maybe made from time to time and as such must be implemented immediately.

Ind. Contractor/Real Estate Salesperson Printed Name

Signature

Date

Broker/Manager Printed Name

Signature

Date