



Dear Professional,

Thank you for your interest in joining our family at Charles Rutenberg in Orlando. Our associates are highly regarded professionals and as a Charles Rutenberg realtor you will be a member of the largest real estate office in Florida. With over 4000 fellow agents on the "Rutenberg Team," you will be part of a large network and offer a powerful marketing force to your clients. You will work with qualified professionals throughout Central and South Florida, Tampa Bay, Chicago, New York City and Long Island. Our brokers are highly experienced professionals and dedicated to their team. Your success is our mission!

For your convenience, attached you will find our new agent packet. Upon your review please complete and sign the documents list below, include a copy of your real estate license, driver license and your picture for our website and database. Additional documents in your packet are for your review and information only. Once we receive the documents below, we will activate your license immediately.

Please complete, sign and return the following documents.

\_\_\_\_\_ Agent Information Sheet      \_\_\_\_\_ CRR Independent Contractor Agreement  
\_\_\_\_\_ RE-10 form      \_\_\_\_\_ W-9  
\_\_\_\_\_ Do Not Call List      \_\_\_\_\_ Broker Authorization Form

After completing and signing the forms above please email to [mm@crrmove.com](mailto:mm@crrmove.com) and [mf@crrmove.com](mailto:mf@crrmove.com) or fax to us at 407-644-1150.

Any questions please do not hesitate to contact me at 407-622-2122 ext 2.

Sincerely,

James A. Batenchuk  
Managing Broker  
Charles Rutenberg Realty, Orlando, LLC  
Email: [jb@crrmove.com](mailto:jb@crrmove.com)  
Website: [www.crrmove.com](http://www.crrmove.com)

# INDEPENDENT CONTRACTOR AGREEMENT – SILVER PLAN

CHARLES RUTENBERG REALTY, Orl., ("Broker" and \_\_\_\_\_  
(Contractor),  
who will do business as a: \_\_\_ Sales Associate \_\_\_ Broker Associate, hereby agree as follows:

1. **Independent Contractor Status** - Contractor agrees to work for Broker as an Independent Contractor, and not as an employee, however, Contractor understands that Broker is legally accountable for the activities of the Contractor. All costs and obligations incurred by Contractor in conducting his/her independent business shall be paid solely by Contractor, who will hold Broker harmless from any and all costs and obligations. Contractor will act independently as to the management of his/her time and efforts, and will be responsible for timely payment of all of his/her own expenses, such as industry association dues, licensing renewals, pagers, cellular telephones, etc., as they are incurred.

Contractor understands and agrees that, because Contractor is an Independent Contractor and not an employee of Broker, Broker will not withhold any Federal or State Income Tax, Social Security (FICA) or Unemployment (FUTA) taxes from Contractor's commissions paid. Contractor is personally responsible for paying any and all Federal and State Income, Social Security and other taxes, and for maintaining all expense records as required by law, and represents to Broker that all such amounts will be withheld and paid when due. Contractor shall indemnify and hold Broker harmless from any liability or costs thereof. Contractor further understands and acknowledges that Broker provides no Workman's Compensation coverage. Contractor hereby specifically waives such coverage and represents to Broker that he/she understands that, if Contractor desires such coverage, Contractor must personally obtain such coverage directly from the State of Florida or an insurance carrier of Contractor's choice, at Contractor's sole expense.

2. **License & Realtor Status** - Contractor is and shall remain licensed and in good standing with the Florida Department of Professional and Business Regulation, throughout the term hereof. If not currently a Realtor®, Contractor will, within 10 days of the date of this contract, become a member of an approved Association of REALTORS® and will adhere to the REALTOR® Code of Ethics and the Multiple Listing Service Rules and By-Laws. Contractor will always conduct him/herself in full compliance with the Statutes of Florida and the Rules and Regulations of the Florida Real Estate Commission and in a way which reflects the high standards of the Broker.

3. **Commissions and Fees** - As commissions are earned through the efforts of Contractor, 100% of any and all such commissions will be promptly paid to Contractor by Broker after receipt and processing, less any amounts owing to Broker. Payment of any and all commissions is subject to Broker receiving a complete sales file. All disbursements will be made within 24 hours after file submission. Contractor further agrees to participate in the program as specified below.

\$275 transaction fee will be withheld by and paid to Broker on each transaction.

\$ 50 Risk Management premium will be withheld on each transaction.

(All Transaction and Error and Omission fees due the Broker must be included on the transaction's HUD-1 statement and paid through the close of escrow unless waived by Broker.)

Broker deductions on all referral fees, consulting fees or lease commissions are 10% of the gross amount of fees or commissions earned up to a maximum of \$275 with no Risk Management charge.

Contractor may elect to charge the buyers agent on the Contractor's listings. If charged, and collected at closing, this transaction fee will be divided equally between the Contractor and Broker. Any other fees charged by the Contractor to Buyers or Sellers will be retained by the Contractor.

In consideration of the foregoing, Contractor will pay Broker: \$35 monthly dues, due and payable in advance on the first day of each month. Unless waived by Broker, Contractor will provide to Broker a valid credit card number and pre-authorization to charge the credit card for the amount of monthly dues and any other incurred expenses as payments becomes due. \$35 monthly dues will be charged to the credit card on the 1<sup>st</sup> business day of each month. Agents will be charged a Late Payment Charge of \$25 on any payment received after the 5<sup>th</sup> the month in which they are due.

4. **Occupational License Fee** – Contractor agrees to reimburse the Broker for the amount of the Occupational License Fee charged to the Broker, by any municipality or other governmental entity, for the employment of the Contractor. The Contractor hereby agrees to reimburse the Broker for this amount, or any future adjusted amount, by cash payment or by authorization of a credit card charge, which is hereby granted.

5. **Monthly Obligation & Commission Plans** - Contractor acknowledges that monthly dues and annual Occupational License fees are a legal obligation and agrees to make timely payments as agreed to. Contractor may elect to change programs (Silver / Gold) with written notice to Broker prior to the first day of any month. The change will become effective on the first day of the month following such written notice. This election may be made once in any 6 month period.

6. **Errors & Omissions Insurance** - The Errors and Omissions Insurance carrier shall be chosen at Broker's discretion. Contractor understands that he/she is responsible for payment of the deductible amount (currently \$2,500) upon request, for each Errors and Omissions claim. Contractor shall immediately notify Broker of any circumstances likely to give rise to any kind of claim or complaint against Contractor and/or Broker. In the event of a claim, lawsuit, license complaint or Arbitration demand which is not wholly covered by insurance, Broker may withhold from Contractor's commissions payable, an amount adequate to satisfy any amounts not covered, which Broker shall place in its Claims and Disputes Retention Account, pending settlement or other disposition of the matter. Broker may, in Broker's sole discretion, apply such sums as necessary to settle or to satisfy any such claim or award, and Contractor agrees to cooperate fully in this regard. Contractor understands that, from time to time, the Principals of Broker may deem it necessary to obtain legal consultation concerning one of Contractor's transactions, Contractor agrees to reimburse and indemnify Broker for any Attorney's fee reasonably incurred by Broker to obtain legal advice concerning such transactions(s).

7. **Agent As Principal (Buyer or Seller of Property)** - In the event Contractor intends to enter into any transaction as a principal, or an immediate relative that Contractor is representing intends to enter into any transaction, or any entity owned or controlled by Contractor, Contractor shall pay the office a transaction fee and risk management fee whether a commission is earned or not, whether property is in MLS or not. In any event, Contractor agrees to indemnify and hold Broker harmless from any claims, demands, complaints, Realtor® arbitration's or other actions made against Broker as a result of any transaction in which Contractor acts as a principal. In lieu of the Error and Omissions charge, a Principal Fee of \$100 will be charged on all transactions in which the Contractor is either the Buyer or Seller.

8. **Hold Harmless** - As a material provision of this agreement, Contractor agrees that, for all actions that Contractor does during his/her contractual relationship with Broker, Contractor will forever indemnify and hold harmless Broker, their heirs, successors, spouses and assigns, from any and all claims, complaints, causes of action, Realtor® arbitration demands, damages and liabilities of every kind whatsoever, whether known or unknown, including without limitation of any action, omission, negligence or any other basis of liability or complaint, in any forum, brought by any third party against CHARLES RUTENBERG REALTY, Orl.. No action or complaint arising out of a real estate transaction in which Broker was involved may be brought by Contractor before any body, against any third party, without prior written consent of the Broker. If the Broker initiates any litigation or arbitration action on behalf of the Contractor or if the Broker must defend any action of the Contractor in litigation or arbitration, Contractor will pay all related filing fees and attorney fees.

9. **Protection of Contractor's Listings and Contracts:** In the event that Contractor terminates his/her contractual relationship with Broker for any reason, **any and all listings obtained through the efforts of Contractor during the term of this Agreement shall be transferred to Contractor or to Contractor's new employing broker, on Contractor's behalf without penalty. Commissions earned and paid on all sales contracts completed prior to the Contractor's termination will be disbursed to the Contractor in compliance with the commission plan in effect at the time the contract was executed.** However, Contractor specifically agrees to continue to fully cooperate with Broker as necessary to resolve any transactions, claims or disputes which are pending at the time, or which arise after Contractor's contractual relationship with Broker terminates and Contractor shall indemnify and hold Broker harmless from all such



**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Sales Associate/Broker Sales Associate (SL/BL) Transactions**  
**Form # DBPR RE 10**

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

**For instructions, fees, and additional information, see Section XI, pp. 6-7, of this application.**

**Section I – Transaction Types**

<b>CHECK ONLY ONE OF THE APPLICATION TYPES</b> (Use multiple forms if more than one transaction is applicable)	
<input type="checkbox"/>	<b>Become Active – Sales Associate or Broker Sales Associate</b> (Complete Section II) [2501/3020]
<input type="checkbox"/>	<b>Become Inactive – Sales Associate or Broker Sales Associate</b> (Complete Section III) [2501/4020]
<input type="checkbox"/>	<b>Change of Broker/Employer for Sales Associate or Broker Sales Associate</b> (Complete Section IV) <i>(Note: This transaction deactivates one's employment status with the previous broker/employer and activates employment status with the new broker/employer)</i> [2501/9007]
<input type="checkbox"/>	<b>Add/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00</b> (Complete Section V) (F.S. 475.161) (Note: See Instructions for information on requirements in addition to this form) [2501/3090-Add, 4090-Remove]
<input type="checkbox"/>	<b>Revert Broker License to Real Estate Sales Associate License – Fee \$85.00</b> (Complete Section VI) [2501/4050(Active), 4060 (Inactive)]
<input type="checkbox"/>	<b>Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate</b> (Complete Section VII) [2501/3020]
<input type="checkbox"/>	<b>Sales Associate or Broker Sales Associate Name Change – Fee \$25.00</b> (Complete Section VIII) [2501/8001]
<input type="checkbox"/>	<b>Sales Associate or Broker Sales Associate Address Change</b> (Complete Section IX) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	<b>Sales Associate or Broker Sales Associate Address Change with Issuance of Updated License – Fee \$25.00</b> (Complete Sections IX and X) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	<b>Request Duplicate License – Fee \$25.00</b> (Complete Section X) [2501/8001]

**Section II – Become Active – Sales Associate (SL) or Broker Sales Associate (BL)**

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's name (if sole proprietor): <b>James Batenchuk</b>			
Broker license # (if sole proprietor): <b>BK 3061725</b>			
Name of real estate company (if not sole proprietor): <b>Charles Rutenberg Realty Orlando LLC</b>			
Real estate company's license # (if not sole proprietor): <b>CQ 1027059</b>			
Signature (SL or BL):			
Signature of qualifying broker of company:			

**Section III – Become Inactive – Sales Associate (SL) or Broker Sales Associate (BL)**

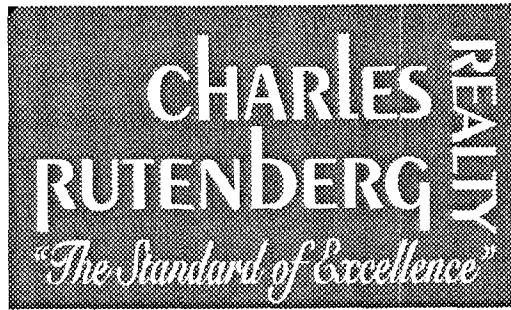
Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Name of real estate company or owner/developer SL or BL wishes to become inactive from:			
Signature (SL or BL):			

**Section IV – Change of Broker/Employer for Sales Associate (SL) or Broker Sales Associate (BL)**

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's Name (New Broker/Employer) (If sole proprietor): <b>James Batenchuk</b>			
License # of new Broker/Employer (If sole proprietor): <b>BK 3061725</b>			
Name of real estate company SL or BL is joining (If not sole proprietor): <b>Charles Rutenberg Realty Orlando LLC</b>			
License # of real estate company SL or BL is joining (If not sole proprietor): <b>CQ 1027059</b>			
Signature (SL or BL):			
Signature of new qualifying broker:			

**Section V – Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)**

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Add or Remove PA, LLC, PL, or PLLC?			
<input type="checkbox"/> Add			
<input type="checkbox"/> Remove			
Adding or Removing PA, LLC, PL, or PLLC?			
<input type="checkbox"/> PA			
<input type="checkbox"/> LLC			
<input type="checkbox"/> PL			
<input type="checkbox"/> PLLC			
Signature of applicant (SL or BL):			



### “DO NOT CALL LIST”

The undersigned, an independent contractor affiliated with Charles Rutenberg Realty, Orlando and/or Charles Rutenberg Realty Associates, Orlando, acknowledges and agrees as follows:

1. The National Do Not Call List administered by the United States Federal Trade Commission and the equivalent list administered by the State of Florida may be applicable to telephone solicitations and other telephone marketing calls made by the undersigned.
2. The undersigned will comply with the requirements of the National Do Not Call List and the equivalent list administered by the State of Florida and with all rules and regulations related thereto; and
3. The undersigned agrees to indemnify and save harmless Charles Rutenberg Realty, Orlando and Charles Rutenberg Realty Associates, Orlando, their officers, directors, employees, heirs, successors and assigns from and against any and all liability for fines, penalties, attorney fees and related costs and expenses arising out of or in connection with any violation, by the undersigned or any person, firm or legal entity acting on the undersigned's behalf, of the National Do Not Call List or the equivalent list administered by the State of Florida, including all rules and regulations related thereto.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### 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. person (including a U.S. resident alien).

**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 on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
  - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
  - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,



**BROKER'S AUTHORIZATION**  
*for*  
**LISTING MAINTENANCE ACCESS**  
(Individual)

This is to certify that:

\_\_\_\_\_ MLS ID: \_\_\_\_\_  
(Please Print First & Last Name)

is authorized to access the MLS *Listing Maintenance* function with permission to (check one):

- Enter or modify only his or her own listings.  
(Associates and their personal assistants).
- Enter or modify any and all listings owned by this office.  
(Management and/or office support staff).
- Enter or modify any and all listings owned by this firm.

In granting access, I understand that I remain fully responsible for the content and accuracy of the information entered and that this authorization does not transfer any of my responsibilities as broker under the MFRMLS Rules and Regulations.

Date: \_\_\_\_\_ Association/Board: \_\_\_\_\_  
(Required)

Company Name: Charles Rutenberg Realty Ori LLC Office NRDS# \_\_\_\_\_

\_\_\_\_\_  
(Signature of Broker/Manager)

James Batenchuk

\_\_\_\_\_  
(Printed Name)

**Please bring completed form to Listing Maintenance class or fax directly to MFRMLS at (407) 293-6461.**

**Questions? Contact your local association or MFRMLS Administration at 407-218-8607 or 1-800-686-7451**

*Charles Rutenberg Realty*

"Agent Information Sheet"

**PLEASE PRINT & FILL OUT COMPLETELY**

Date: \_\_\_\_\_ MLS Member ID# \_\_\_\_\_

What Board are you with? \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

R.E. License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

SSN#: \_\_\_\_\_ Birthday: \_\_\_\_\_

Email Address: \_\_\_\_\_

Previous Brokerage Company Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Married? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Children? \_\_\_\_\_ How many? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

What language(s) do you speak other than English? \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV Code: (3 digit on back) \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

ALL LISTING AGREEMENTS & SALES CONTRACTS MUST BE FAXED OR DELIVERED TO THE CRR OFFICE IMMEDIATELY UPON EXECUTED. IT'S THE LAW!

**'FILE TRANSMISSION COVER SHEET'**

(revised 03-26-10)

Agent: \_\_\_\_\_ \*\*Expiration Date: \_\_\_\_\_ OLD \_\_\_\_\_ NEW

\*\*Closing Date: \_\_\_\_\_ OLD \_\_\_\_\_ NEW

\_\_\_\_\_ This is a "new" file \_\_\_\_\_ This is an "existing" file \_\_\_\_\_ Cancelling as an "existing" file

I represent the: Seller(s): \_\_\_\_\_ Buyer(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**"SELLER(S)"**

**"BUYER(S)"**

Seller(s) Name(s): \_\_\_\_\_

Buyer(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Primary #: \_\_\_\_\_

Primary #: \_\_\_\_\_

Alternate #: \_\_\_\_\_

Alternate #: \_\_\_\_\_

**"LISTING" PAPERWORK REQUIRED**

**"SALES" PAPERWORK REQUIRED**

File Transmission Cover Sheet (MANDATORY) \_\_\_\_\_  
 Exclusive Right of Sale Listing Agreement \_\_\_\_\_  
 CRR Comprehensive Disclosure \_\_\_\_\_  
 "Sellers" Property Disclosure OR \_\_\_\_\_  
 "Condominium" Property Disclosure \_\_\_\_\_  
 Lead Base (if built before 1978) \_\_\_\_\_  
 Residential Data Entry Form \_\_\_\_\_  
 Proof of Escrow (REQUIRED - once PENDING) \_\_\_\_\_  
 Affiliated Business Disclosure \_\_\_\_\_  
 Price Change \_\_\_\_\_  
 MLS Print-out showing "ACTIVE" \_\_\_\_\_

File Transmission Cover Sheet (MANDATORY) \_\_\_\_\_  
 Sales Contract (FAR or FAR/BAR) \_\_\_\_\_  
 "Sellers" Property Disclosure OR \_\_\_\_\_  
 "Condominium" Property Disclosure \_\_\_\_\_  
 CRR Comprehensive Disclosure \_\_\_\_\_  
 Home Inspection Form (if applies) \_\_\_\_\_  
 Escrow Deposit form & a copy of the check (BOTH) \_\_\_\_\_  
 Change to "Pending" in the MLS (if applies) \_\_\_\_\_  
 Final Walk-Thru Inspection (highly recommended) \_\_\_\_\_  
 MLS Print-out showing "PENDING" \_\_\_\_\_

**"CLOSING" PAPERWORK REQUIRED**

Agents Commission Disbursement Form \_\_\_\_\_  
 HUD (signed by all parties) \_\_\_\_\_  
 Copies of check(s) \_\_\_\_\_  
 Make sure it's been closed out in MLS \_\_\_\_\_  
 MLS Print-out showing "SOLD" \_\_\_\_\_

PLEASE FAX ALL PAPERWORK TO THE "FAX FILE" @  
 407-644-1150

PLEASE MAKE SURE TO INCLUDE A COMPLETED FILE  
 TRANSMISSION COVER SHEET WITH "EACH" TRANSACTION

PLEASE FAX "EACH" TRANSACTION SEPARATE. NOT  
 ALL IN ONE FAX TOGETHER

"THANK YOU"

\* All these forms are now on our website: [www.crrmove.com](http://www.crrmove.com)  
 Call us if you need any assistance!



IT IS IMPORTANT THAT THE ABOVE INFORMATION IS PART OF YOUR TRANSACTION FILE & AVAILABLE TO THE OFFICE STAFF TO ENABLE US TO CONTACT YOUR CLIENT IF & WHEN IT MAY BECOME NECESSARY. THANK YOU!



**"PAID AT CLOSING FORM -(PAC)"**

**\*YOU MUST ATTEND CLOSING TO PROCESS THIS FORM\***

**Please print clearly:**

Agent Name(as it should appear on Check:) \_\_\_\_\_

Title Company or Attorney Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title Company or Attorney Contact Name: \_\_\_\_\_

Title Company or Attorney Contact Number: \_\_\_\_\_

Title Company or Attorney Fax Number: \_\_\_\_\_

Title Company or Attorney Email: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_ Represent: Buyer: \_\_\_\_\_ Seller: \_\_\_\_\_

Client Name(s): \_\_\_\_\_

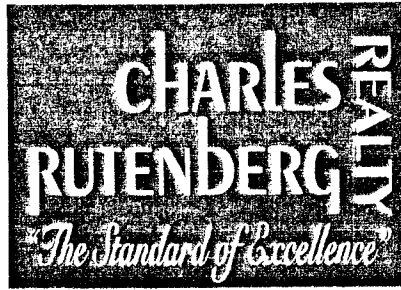
Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**"WE MUST HAVE A 48 HOUR NOTICE PRIOR TO THE CLOSING DATE TO PROCESS"**

**(Mondays thru Fridays.....excluding weekends/holidays & day of the closing)**

1. **"PLEASE VERIFY THE TITLE OR ATTORNEY COMPANY DO PAID AT THE CLOSING."** \_\_\_\_\_
2. Please include a completed commission disbursement form & Transmission Cover Sheet. \_\_\_\_\_
3. If a referral is part of this transaction, please include a copy of the brokers signed referral agreement. \_\_\_\_\_  
(**NOTE:** Referrals to other Brokerage firm will not be paid at closing.)
4. Please email or fax the required paperwork to "both" Monica & Mary - FAX #: 407-644-1150. \_\_\_\_\_  
(Monica's email: mm@crrmove.com) (Mary's email: mf@crrmove.com)
5. Please make sure Jim receives a copy of your commission check for tax purposes. \_\_\_\_\_



### “PRICE LIST”

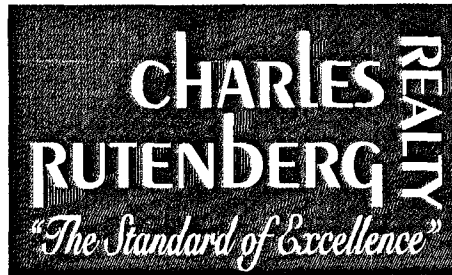
- 24 X 24 Yard Sign \$20.00 each
- “Arrow” Shape Sign \$10.00 each
- “Square” Shape Sign \$7.50 each
- Frames \$27.50 each
- Brochure Box \$10.00 each
- Sign Rider \$8.00 each
- CRR License Plate \$5.00 each
- CRR Folders \$1.00 each
- CRR “Thank You” card/envelope .50 (for both)
- Lockboxes \$15.00 each
- Silver Metal Stake N/C



## “Rules of the Road”

**Please read – IMPORTANT INFORMATION!**

1. *All files (Listing/Sales) transactions must be forwarded within 48 hours to the office once all parties have signed/dated them & fully executed or there will be a \$100.00 no Listing or Contract fee.*
2. Please make sure to always use a “File Transmission Cover Sheet” filled out completely and especially showing us either an “expiration date if it’s a listing or a closing date if it’s a sale” in the top right corner of this form.....WE FILE BY “DATE” ONLY.....(you can find this form on our website). You can either fax the transaction(s) in to: 407-644-1150 or email them to “**both**” Denise’s email at: [ds@crrmove.com](mailto:ds@crrmove.com) and Monica’s email at: [mm@crrmove.com](mailto:mm@crrmove.com).
3. Your commission check will be issued once a complete file is turned in. If the file is missing any required documents, we will hold your check until the file is completed. Pre-construction/upfront commissions will be paid upon closing.
4. If you would like your check mailed to you, you must provide a self-addressed stamped envelope. We will not be responsible for checks that may be lost in the mail. If a “stop payment” is required, that fee (\$35) is passed along to the agent.
5. We write “ALL” checks Monday through Friday, from 9:00 a.m. to 4:00 p.m. Files turned in after 4:00 p.m. will be processed the next business day.
6. MLS entries and any changes, updates, etc. are “**your**” responsibility.
7. Your name & phone number must appear on **all** signs, business cards & advertisements.
8. Please inform us when you have any changes to your mailing or email addresses, phone numbers or credit card information.
9. In order to receive a \$75.00 “referral fee” for referring a new agent, the agent must note it on the “Agent Information Sheet” that they fill out where it asked “How They Heard About Us” & also tell us. The referral checks are processed at the end of each month.



### "Advertising Requirements"

1. Advertisements must be in such a manner that a responsible person would know that he or she is dealing with a real estate licensee or brokerage. The Florida Real Estate Commission (FREC) has indicated in the past that this requirement is satisfied when one of the following criteria is included in the advertisement: the words "realty" or "real estate" form a part of the brokerage firm name; the advertisement includes the licensee's Realtor designation (i.e., Realtor or Realtor-Associate); and/or the brokerage firm name is virtually synonymous with real estate.
2. Advertisements must not be fraudulent, false, deceptive or misleading.
3. Advertisements must include the licensed name of the brokerage firm. Florida Administrative Code 10.025 states that when advertising on a web site the brokerage firm name must be placed adjacent to or immediately above or below the point of contact information. Point of contact information, as outlined in the rule, refers to any means by which to contact the brokerage firm or individual licensee including mailing address(es), physical street address(es), email address(es), telephone number(s) or facsimile telephone number(s).



## Listing Transfer Request Form

This letter serves as request and authorization to transfer the below mentioned listing(s).

MLS#	Address	MLS#	Address
Seller Signature	Seller Signature	Seller Signature	Seller Signature
MLS#	Address	MLS#	Address
Seller Signature	Seller Signature	Seller Signature	Seller Signature
MLS#	Address	MLS#	Address
Seller Signature	Seller Signature	Seller Signature	Seller Signature

By signing this form all parties agree and give permission to Mid-Florida Regional MLS to transfer said listings. We also understand that in accordance with MFRMLS office policy it may take up to 48 business hours from time of receipt to complete this request. Mid-Florida Regional MLS charges a listing transfer fee of \$5.00 per listing to be paid in advance by Visa or MasterCard or billed to the accepting/new listing office. If you have any questions regarding this fee please refer to the MFRMLS Policies & Procedures.

Original Listing Office	Office ID
Original Broker's MLS#	Printed Name
New Listing Office	Signature
New Broker's MLS#	Office ID
Printed Name	Signature

Visa    MasterCard    Bill Accepting Office

Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Charged: \$ \_\_\_\_\_

**Please fax this form, complete with ALL required signatures to 407-293-6461, Attention: Administration. Please allow up to 48 business hours to complete your request.**

# Charles Rutenberg Vinyl Decals Order Form

Agent \_\_\_\_\_

Date \_\_\_\_\_

Agent Telephone Number \_\_\_\_\_

Agent Fax Number \_\_\_\_\_

**Visit our web site at [www.framesthings.com](http://www.framesthings.com)**

quantity **Vinyl decal for Yard Sign - Please Circle QUANTITY required**

<u>5</u>	Set(s) white vinyl decals (2 sides) at a cost of \$10.00 per "yard" sign or	<u>\$50.00</u>
<u>10</u>	Set(s) white vinyl decals (2 sides) at a cost of \$7.00 per "yard" sign or	<u>\$70.00</u>
_____	Less than 5 Set(s) white vinyl decals (2 sides) at a cost of \$12.00 per "yard" sign	<u>\$ _____</u>

quantity **Vinyl decal for 6" x 24" Aluminum Rider - Please Circle QUANTITY & COLOR required**

<u>5</u>	Set(s) vinyl decals (2 sides) at a cost of \$3.50 per rider or		<u>Decal Color</u>	<u>\$17.50</u>
			White Purple	
<u>10</u>	Set(s) vinyl decals (2 sides) at a cost of \$3.00 per rider or		<u>Decal Color</u>	<u>\$30.00</u>
			White Purple	
_____	Less than 5 Set(s) vinyl decals (2 sides) at a cost of \$5.00 per rider		<u>Decal Color</u>	<u>\$ _____</u>
			White Purple	

quantity **Vinyl decal for Coroplast Open House/Home For Sale Sign**

<u>5</u>	Set(s) vinyl decals (2 sides) at a cost of \$3.50 per sign or		<u>Decal Color</u>	<u>\$17.50</u>
			White Purple	
<u>10</u>	Set(s) vinyl decals (2 sides) at a cost of \$3.00 per sign or		<u>Decal Color</u>	<u>\$30.00</u>
			White Purple	
_____	Less than 5 Set(s) vinyl decals (2 sides) at a cost of \$5.00 per rider		<u>Decal Color</u>	<u>\$ _____</u>
			White Purple	

Each additional line of text is \$2.00 (2 sides) \$ \_\_\_\_\_

Florida Residents add 7% Sales Tax \$ \_\_\_\_\_

Shipping & Handling - Priority U.S. Mail (min.) \$6.00

ORDER TOTAL \$ \_\_\_\_\_

Charge my credit card number \_\_\_\_\_

Circle One                      Visa                      MC                      Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Print the following information on my decals (Print clearly and exactly as you want it to appear):

Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Ship Decals To: Address \_\_\_\_\_

Fax this order form to Frames & Things at **727-859-0912**  
If you have any questions please call us on **727-815-0515**

Allow 3 - 4 days for processing once your order is received and time for U.S. Postal delivery. MARCH 2009