



## Brokerage Referral Fee Policy

The Regus Group (hereafter Regus/HQ) will compensate licensed Real Estate Brokers for up to 36 months in return for successful initial introductions and/or referrals (Referrals) of their clients not previously referred to Regus/HQ, which lead to an executed License Agreement. The Broker Referral Program is reserved for commercial real estate brokers, residential real estate brokers and agents that are duly licensed and in good standing.

- Initial contract:** Compensation will be calculated at 10% of the initial fixed office value fees or fixed virtual office fees for up to the first 12 months of contract term. Should the contract have a break clause, the broker will be paid to the clause terms. Promotional bonus incentive programs may be offered from time to time in specific markets.
- Expansions:** Expansions that occur up to month 36 of the client's cumulative term with Regus will be paid at 10% for up to the first 12 months of contract term. **The Broker must be actively involved in the client's actions.**
- Multiple years:** Multiple year transactions will be compensated at 2% for the period 13-36 months, which is incorporated into the initial contract period.
- Renewals:** Renewal transactions will be compensated at 2% of the renewal contract value up to month 36 of the client's cumulative term with Regus. **The Broker must be actively involved in the client's actions.**
- Cumulative Term:** The combined number of contracted months between the initial contract term and renewal terms.
- Active Involvement:** Active involvement is required to participate in expansion and renewal commissions. The client will resolve questions of continued active involvement or conflict with other brokers.
- Payment:** Regus/HQ will promptly pay referral fees, usually within 30 days of the deal being completed with a signed agreement. All commissions will be made payable to the brokerage company and not to the individual broker or agent. A federal tax id # and W-9 form is required to process the commission request.
- Registration:** Refer prospects to your local Regus/HQ sales manager. In the event two or more Brokers refer a prospect, we shall accept the first official referral received, unless instructed otherwise by the client. We reserve the right to reject a referral to the extent customer applied directly or was referred previously by another broker or channel. We will endeavour to notify the referring broker of any rejections within 3 business days. Submittal of a referral to Regus/HQ alone indicates acceptance of the terms and conditions herein. We reserve the right to amend or terminate this policy at any time without prior notice.