



Agent Name: _____

Date License Sent Back: _____

We are so sad to see you go, but hope one day you will find your way back to Canzell Realty.

Here is a quick recap on company policy for any current and pending listings and closings.

Current Company Listings and Buyers, not under contract: Company leads not under contract will stay with the company and no referral fee will be paid to the departing agent. In certain circumstances, a broker may allow an agent to take a lead to their new brokerage for a 70% referral fee if you take them and close them at your new brokerage.

Current Personal Listings, not under contract: You may withdraw them and take them to your new brokerage for a fee of \$495 each.

Current Pending Transactions:

1. If you keep your license active with our firm through the end of the closing, you will be paid a commission based on your current commission plan.
2. If you move your license before the closing has occurred the following referral fee will be paid to the Managing Broker completing the closing.

NOTE: CR WILL NOT TAKE ANY ADDITIONAL MONEY FROM THE COMMISSION.

When an agent departs, if there is a deal that is under contract that has not closed, and you choose not to keep your license with our firm to close it out, the deal will go to the Managing Broker of that circle to finish out the deal. The departing agent will not be able to choose another CR agent to complete the deal, it must be done by a Managing Broker.

The Managing Broker will decide on the referral fee due to them from the closing based on the amount of time and work left on the deal. **The minimum that they will charge is a 5% referral fee.** The referral fee due is at the sole discretion of the Broker.

If your license does not remain active with any firm, no referral fee will be able to be paid.

If the closing happens within 90 days of your departure, CR will pay you directly. If it happens more than 90 days after your departure, CR will pay your new brokerage. If the contract falls through and must be started again, no referral fee will be paid to you.

Please complete the pending deals page and have signed by the Broker.

We wish you the best of luck in your new adventure.

Current Pending Transactions:

The additional fee to be paid the broker is as follows:

1. _____ Managing Broker: _____ % _____
2. _____ Managing Broker: _____ % _____
3. _____ Managing Broker: _____ % _____
4. _____ Managing Broker: _____ % _____

Agent Signature

Date

Broker Signature

Date