

## Gateway Canyons Resort and West Creek Ranches Broker Policy

For a broker to be paid commission they must comply with the following:

- 1) Broker must hold an active Colorado Real Estate license before beginning buyer representation
- 2) Broker must provide a written agency agreement with buyer to provide full buyer broker services per Colorado Real Estate Commission regulations, either Exclusive Buyer Agent or Transaction Broker.
- 3) Broker must sign and return a property information non-disclosure agreement. Broker must also have their buyer/s sign and return a property non-disclosure agreement before any confidential information is viewed or shared.
- 4) Broker must provide buyer background information or bio, and verifiable proof of buyer funds to the satisfaction of the listing broker and seller before touring property or viewing any confidential property information. If Buyer is a corporation or trust, the authorized signer must be identified.
- 5) Broker must register their buyer/s with the Listing Broker before any confidential property information is viewed and before any property showings can be scheduled.
- 6) Broker must represent the buyer in all respects; create, distribute and manage all contract documents, manage all due diligence and all other services necessary and appropriate to facilitate the timely purchase and closing of the property.
- 7) Buyer broker must accompany the buyer/s whenever on the property for any reason and during scheduled property showings.
- 8) Buyer broker cannot advertise or market the Gateway properties being offered for sale without the express written permission of the listing broker and seller.

If Broker does not hold an active Colorado Real Estate license or if they are unfamiliar with or uncomfortable representing a buyer on this magnitude and complexity of property, they may refer the buyer/s to the listing broker and receive a 25% buyer side referral fee. Referring broker would need only to comply with requirements 3, 4, 5 and 8 listed above. Referral fee will be paid upon successful closing and funding of the sale transaction. Buyer may choose to have the Listing Broker change status to act as Transaction Broker for both Seller and Buyer, or remain exclusive Listing Broker for Seller and treat Buyer as a Customer.

**BROKER/SALES ASSOCIATE REGISTRATION AND ACKNOWLEDGEMENT OF PROSPECTIVE BUYERS**

***BROKER/SALES ASSOCIATE***

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

REAL ESATE LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

OWNER/OWNERSHIP OF COMPANY: \_\_\_\_\_

BROKER OF RECORD: \_\_\_\_\_

BROKER'S LICENSE#: \_\_\_\_\_

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***PROSPECT/CLIENT/CUSTOMER/ENTITY OR INDIVIDUAL***

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

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***BUYER REPRESENTATIVE ELECTION:***

BUYER CHOOSES TO BE REPRESENTED BY \_\_\_\_\_,  
HOLDING ACTIVE COLORADO LICENSE

BUYER CHOOSE LISTING BROKER TO ACT AS TRANSACTION BROKER FOR BOTH THE BUYER AND  
SELLER

BUYER CHOOSES NO BROKER REPRESENTATION AND WISHES TO BE TREATED AS A CUSTOMER WITH  
LISTING BROKER ACTING AS EXCLUSIVE SELLER'S AGENT

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PRINTED NAME OF BUYER: \_\_\_\_\_

SIGNATURE OF BUYER: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINTED NAME OF BUYER'S BROKER: \_\_\_\_\_

SIGNATURE OF BUYER'S BROKER: \_\_\_\_\_