



# WHITE SULPHUR SPRINGS MOUNT AIRY, NORTH CAROLINA

## PREFERRED BROKER REFERRAL FORM WHITE SULPHUR SPRINGS

### CLIENT INFORMATION:

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

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

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PREFERRED BROKER INFORMATION:

Broker/Agent Name: \_\_\_\_\_

Brokerage Company: \_\_\_\_\_

Broker In-Charge: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you have an existing relationship with a White Sulphur Springs Associate?  Yes  No

If yes, what is their name? \_\_\_\_\_

**PREFERRED BROKER REFERRAL POLICY** (registration processing-time takes up to 48-hours).

1. Clients, Customers, and existing White Sulphur Springs' database prospects previously registered with White Sulphur Springs are not eligible for a Broker Referral.
2. Customers not previously registered with White Sulphur Springs will then be registered in the White Sulphur Springs' database as a Broker Referral from the Preferred Broker.

### PREFERRED BROKER REFERRAL PAYMENT SCHEDULE

Preferred Brokers and Agencies will be due a fee on original purchases by Prospects of home sites they have properly registered with White Sulphur Springs in the following method:

- White Sulphur Springs will pay 3% of the sale price for all registered prospects to be paid at closing.

Once the prospect is registered, a White Sulphur Springs representative will take care of the reservation and sales process.

Registrations are only valid for 12-months, unless renewed by Broker and re-signed by prospect. Renewal forms available upon request.

Referring Broker/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Party Being Referred: \_\_\_\_\_ Date: \_\_\_\_\_

(If the referring agent signs above for the party being referred, they are representing that they have a written agency/client relationship with the party being referred and/or the expressed permission of the party being referred, to sign on their behalf as agent of Ex, John Doe, agent of Bill Buyer)

Agreed to and Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(White Sulphur Springs Representative)

## HOW TO REFER AND REGISTER YOUR CLIENTS

Preferred Broker/Agents can register their clients by:

Submitting a completed registration form to the designated White Sulphur Springs Administrator, Amy Bledsoe, by e-mail to [abledsoe@whitesulphurspringsNC.com](mailto:abledsoe@whitesulphurspringsNC.com) or by fax to 336.786.4226.

All registrations will be subject to the following procedures:

- A. Complete contact information for each client must be provided in order to be properly registered. This includes the client's full name, address, and phone number.
- B. The White Sulphur Springs Administrator will check The White Sulphur Springs' database and assuming the referral has not been previously registered, then the administrator will send a confirmation within two business days.
- C. Each valid registration will be date and time stamped, and copies will be given to the Preferred Broker, the assigned White Sulphur Springs Sales Executive and The White Sulphur Springs Administrator and will then be recorded in the prospect's master file in the database.
- D. Each valid registered client and Preferred Broker will be assigned to a White Sulphur Springs Sales Executive and entered into The White Sulphur Springs' database, with the Preferred Broker's name being attached to the record. In the event the Preferred Broker is not on-site when the registration is made, the assigned White Sulphur Springs Sales Executive will establish contact with the Preferred Broker within two business days to discuss helpful background information on the prospect.

## WHITE SULPHUR SPRINGS PROTECTION POLICIES

Once a referral is submitted, the Preferred Broker will be recorded in the prospect's profile in the White Sulphur Springs' database. This protected designation assures payment of commissions, as described below, to Preferred Broker's Agency or Brokerage. The White Sulphur Springs will not assume any responsibility in the division of the fee between the Preferred Broker and the Preferred Agency of Record.

In order to be designated as "protected", a referral must be registered with White Sulphur Springs with a Broker Referral Form by the Preferred Broker prior to the referral visiting White Sulphur Springs. Referrals and existing White Sulphur Springs Owners previously registered with White Sulphur Springs are not eligible for a Broker Referral.

## GUIDELINES FOR USE WHITE SULPHUR SPRINGS LOGOS, LANGUAGE, AND LINKS

As a Preferred Broker, you have the opportunity to facilitate the promotion of White Sulphur Springs' properties on your Web site through using White Sulphur Springs pre-approved logo, Web site links, and descriptive language.

To link your Web site to [www.whitesulphurspringsNC.com](http://www.whitesulphurspringsNC.com), or to use The White Sulphur Springs' logo and/or community descriptions for promotional purposes, please contact Amy Bledsoe, the White Sulphur Springs Director of Operations, by dialing 866-901-1910 or via e-mail at [abledsoe@whitesulphurspringsNC.com](mailto:abledsoe@whitesulphurspringsNC.com).

*Unauthorized use of The White Sulphur Springs' proprietary information – including logo, photography, and branded verbiage – is prohibited.*

## PREFERRED BROKER REFERRAL PROGRAM: WHITE SULPHUR SPRINGS

By registering your clients through the Preferred Broker Referral Program, you and your agency can benefit from the professional sales program offered at White Sulphur Springs. For each client that you register, you will be listed in the White Sulphur Springs' database as the Preferred Broker. You will then be assigned a White Sulphur Springs Sales Executive who will act as your liaison. They will keep you updated on a regular basis with any activity related to your referrals as well as any new opportunities at White Sulphur Springs. More importantly, if one of your referrals purchases and closes on any White Sulphur Springs' Home Site you will receive 3% of the sale price.