

# INFORMATION FOR AGENTS TRANSFERRING INTO TUCKER REFERRALS

I am enclosing the necessary paperwork to transfer an agent who is leaving the company into our Tucker Referral program. I need the following in order to process this transfer:

- ❖ Application for Transfer of License with Section A completed.
- ❖ A \$10 check made payable to IREC or IPLA (this is their transfer fee).
- ❖ Referral Associate's Agreement – signed and dated where indicated by an "X".
- ❖ The annual membership fee of \$50 is waived the first year for agents who transfer into Tucker Referrals.
- ❖ New Membership Registration Form.

The remainder is information that should be kept by the agent for his/her reference.

If at all possible, this information should be made available during the exit interview process.

Please feel free to make extra copies so that you will have this on hand in the future.

If you should have any questions, please call me at 317-571-2200 ext. 173 or [jjohnson@talktotucker.com](mailto:jjohnson@talktotucker.com). Thank you so much.

**-URGENT-**  
**PLEASE READ IF YOU WORK FOR A  
SETTLEMENT SERVICE PROVIDER**

The Real Estate Settlement Procedures Act (RESPA) is a law that regulates the payment of referral fees among various settlement service providers in the real estate transaction. If your primary occupation is in one settlement service area, you cannot receive a referral fee from another settlement service provider. Settlement services (in addition to brokerage) would include mortgage lending, insurance (selling home owner's policies), title insurance, home warranties and inspections. As long as you work in one of these settlement service areas, no one should pay nor should you accept a referral fee based upon a real estate brokerage transaction.

Tucker Referrals, Inc., in following these guidelines, will not pay a referral commission to anyone working for one of these settlement providers. We will be happy to hold your license and will waive the \$50.00 membership fee if you are affected. Tucker Referrals, Inc. will also help with your license renewal process, or any referrals you would like to place with the understanding that there will be no referral fee paid upon closing.

If you have any questions, please do not hesitate to call the Referral Consultant at 317-574-5575.



Thank you for your interest in Tucker Referrals, Inc. This program has been developed to provide license holders with a way to keep their licenses active. It allows you to be a part of the industry, even if you do not want to be involved in real estate on a daily basis. We will hold your license while you pursue other interests, or put your unassigned real estate license to work by referring leads (buyers or sellers) to us. We will service the lead and you will earn a commission when the referral closes.

Leads can be for real estate services anywhere in the United States. As a Tucker Referral associate you are not required to know about mortgage financing or to stay current with the other details associated with the real estate industry--all you do is make referrals.

It should require no more than ten minutes of your time to secure and place a referral. Ten minutes can possibly earn you hundreds of dollars. What a great way to generate extra income!

There are several reasons why you should join Tucker Referrals, Inc.:

As a licensed salesperson, you can only earn a real estate commission if you are affiliated with a Principal Broker. The Indiana Real Estate Commission is not a Principal Broker. It is considered a violation of the current licensing law if you hold an unassigned license and accept any payments directly from a broker or salesperson for your leads. Your license must be held by a licensed Real Estate Broker, such as Tucker Referrals, Inc.

The Indiana Real Estate Commission will only hold a license in an "inactive" status for two (2) consecutive renewal periods. If it has not been assigned to a Principal Broker, it will become void. A void license may not be renewed.

With Tucker Referrals you have no quotas.

You are not required to take any continuing education classes if your license is held by a referral company.

Tucker Referrals offers a 20% referral commission on residential referrals where an agent of the F. C. Tucker Company, Inc. or its affiliate companies is given the lead.

If your license is unassigned at the Commission, please complete Section A of the enclosed "Application of Transfer" Form.

If another Broker is holding your license, they will need to complete Section B of the form. Also, attach your current pocket card to the form. (You fill out Section A). **There is a \$10 transfer fee to be made payable to the Indiana Real Estate Commission (IREC) or the Indiana Professional Licensing Agency (IPLA)** if you are transferring your status from active to referral, transferring from another company or transferring from the state to us.

**If you just recently passed the course, please submit the following forms:**

- 1. The original Examination Score Report from Promissor.**
- 2. The three page Application for Licensure, completed, signed and notarized. The Promissor should have provided this to you.**
- 3. Your original school certificate.**
- 4. Enclose a check made payable to the Indiana Real Estate Commission or the Indiana Professional Licensing Agency in the amount of \$35.00.**

Enclose a check made payable to Tucker Referrals, Inc. in the amount of Fifty Dollars (\$50.00). Other than keeping your real estate license active with the State of Indiana, your only investment is a Fifty Dollar (\$50.00) annual administrative fee due on your membership anniversary date each year.

A Referral Associate's Agreement is enclosed. It must be signed on all pages where indicated. Return the Agreement and the information above in the enclosed self-addressed envelope. Your contract will be processed and signed by our Principal Broker, and a copy will be returned to you for your files.

If an agent of the F. C. Tucker Company, Inc. is responsible for helping you make your decision to join our license holding company, please write his/her name on the "New Membership Registration Form" where it says "Tucker Agent's Name."

A new pocket card license, which indicates that you are a Tucker Referral Associate, will be forwarded to you in approximately 2-6 weeks.

**To register a referral, call me first. I will make the initial contact with your agent of choice, or if not specified, will assign it to one of our Corporate Relocation Specialists. To receive a referral commission, each referral must be registered with me at the time it is initiated.**

Please call me at 317-574-5575 should you have any questions regarding our program. We look forward to having you as one of our Tucker Referral Associates!

Sincerely,

Jane Johnson  
Referral Consultant  
Tucker Referrals, Inc.



# Application for Reassignment of Real Estate License

State Form 47478 (R/\_\_\_\_)

Approved by State Board of Accounts, \_\_\_\_\_

Indiana Real Estate Commission  
Indiana Professional Licensing Agency  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204  
Phone: (317) 234-3009 Website: [www.in.gov/pla](http://www.in.gov/pla)

## FOR OFFICE USE ONLY

APPLICATION FEE

DATE FEE PAID

RECEIPT NUMBER

## RELEASE OF SOCIAL SECURITY NUMBERS

\* Your Social Security Number is being requested by this state agency in accordance with Indiana Code § 4-1-8-1. Disclosure is mandatory and this record cannot be processed without it. Social Security Numbers are available to the Indiana Department of Revenue.

**INSTRUCTIONS:** For information on how to complete this application, including all applicable fees, please reference the attached instruction sheet or visit our website at [www.in.gov/pla](http://www.in.gov/pla). PLEASE MAKE CHECK FOR FEE PAYABLE TO IPLA.

**CHECK ONE:**       \$10 FEE Transfer       NO FEE Transfer to State       \$10 FEE Transfer as Referral Status       \$10 FEE Broker to Hold Own License

## SECTION A: Transferring Salesperson or Associate Broker

Name of Licensee:	License Number:
Address (number and street):	Social Security Number*:
City, State, Zip:	Telephone Number:
<b>AFFIRMATION:</b> I hereby swear or affirm that I have notified the releasing Independent Broker or Corporation/Partnership/LLC of my intentions to associate with another Independent Broker or Corporation/Partnership/LLC.	
Signature:	Date:

## SECTION B: Termination of Assignment with an Independent Broker or Corporation/Partnership/LLC

Name of releasing Broker:	License Number:
Name of Corporation/Partnership/LLC:	License Number:
Address (number and street):	Social Security Number*:
City, State, Zip:	Telephone Number:
Signature of releasing Broker or Principal Broker of Corporation/Partnership/LLC:	Date:

## SECTION C: Transferring to an Independent Broker

**Note:** A license cannot be assigned to an Associate Broker or to the Principal Broker of a Corporation/Partnership/LLC. The requesting Independent Broker named below requests the license of the Salesperson or Associate Broker be assigned to their individual license and has the full responsibility for Salesperson's or Associate Broker's actions in real estate transactions while associated with the requesting Independent Broker.

Name of requesting Independent Broker:	License Number:
Address (number and street):	Social Security Number*:
City, State, Zip:	Telephone Number:
Signature of requesting Independent Broker:	Date:

## SECTION D: Transferring to a Corporation/Partnership/LLC

**Note:** The requesting Corporation/Partnership/LLC named below requests the license of the Salesperson or Associate Broker be assigned to its entity license and has the full responsibility for Salesperson's or Associate Broker's actions in real estate transactions while associated with the requesting Corporation/Partnership/LLC.

Name of requesting Corporation/Partnership/LLC:	Tucker Referrals, Inc.	Corporation/Partnership/LLC License Number:	CO88800056
Name of Principle Broker for Corporation/Partnership/LLC:	Sarah Gordon	Principal Broker License Number:	PB20401189
Address (number and street):	9279 N. Meridian St.	Principal Broker Social Security Number*:	
City, State, Zip:	Indianapolis, IN 46260	Telephone Number:	317-574-5575
Signature of requesting Principal Broker:		Date:	

## IMPORTANT MESSAGE

Dear Tucker Referral Associate,

Effective August 1, 2004, all Indiana referrals will be given to sales associates of F.C. Tucker Company, Inc. or one of its affiliates. We have over 1,200 qualified agents in 14 Residential Offices and 26 Affiliate Offices to meet the needs of your clients.

Out of state referrals will continue to be placed with the best companies available through our Relocation Network.

If this should affect your membership with Tucker Referrals, please give me a call as soon as possible.

Thank you.

Sincerely,

Jane Johnson  
Tucker Referral Consultant  
(317) 571-2200 ext. 173

# REMEMBER TO CALL REFERRALS FIRST!!!



To assure that your referrals are properly registered and referral fees received in a timely manner, YOU MUST CALL TUCKER REFERRALS FIRST! The referral consultant, Jane Johnson, will then contact the agent of your choice. If you do not have a realtor preference, Jane will choose the best Tucker agent for the client.

PLEASE FOLLOW THESE STEPS IN ORDER TO ASSURE YOURSELF A COMMISSION...

- 1) Call Tucker Referrals first!
- 2) Make sure you have a legitimate referral who wants to be contacted by a *Tucker agent* and one who is not already working with an agent.
- 3) Please try to obtain a work number or make sure the client is not on the National "No Call" list!
- 4) Tell the customer to wait for the agent to contact them. If they call the agent first, we may not be able to give you a referral fee!
- 5) Even if you know the Tucker agent you want, call Jane Johnson first!!
- 6) Tucker Referrals will log and assign the referral to the appropriate company and agent, who will provide the best possible service. Allow the real estate salesperson to do his/her job.
- 7) Stay in touch with the customers you refer in order to help Jane make sure all their needs are met.
- 8) Call Jane if you need an update on your referral or if you have any questions.
- 9) At the conclusion of a sale, when fees have been received by Tucker Referrals, a check will be sent to the Referral Associate. This is usually not more than 10 business days after the closing.

# REFERRAL FORM

Tucker Referrals, Inc.

\*In order to insure your referral commission, each referral must be registered when the referral is initiated. To register a referral, please call your referral consultant, Jane Johnson, at 317-574-5575 or leave a detailed message on voice mail. She will immediately contact the agent of your choice or assign an agent. Use this form as a guide to the information needed to register your referral.  
(email : [jjohnson@talktotucker.com](mailto:jjohnson@talktotucker.com))

DATE \_\_\_\_\_

Referral Associates Name \_\_\_\_\_ Phone \_\_\_\_\_

Buyer  Seller  Both

Please choose the best realtor for my client \_\_\_\_\_ or Realtor Preference \_\_\_\_\_

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

Address \_\_\_\_\_

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

Home Phone# \_\_\_\_\_ Office Phone# \_\_\_\_\_

Best to reach at:  office  home Best time to call \_\_\_\_\_

Relationship to Referral Associate \_\_\_\_\_

Areas mentioned & price range: Buyer Referral \_\_\_\_\_

Information on home: Listing Referral \_\_\_\_\_

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

**THANK YOU!**

## **IMPORTANT INFORMATION**

### **PLEASE READ**

*Please be aware that if you join Tucker Referrals and, later, wish to activate your real estate license (become an active salesperson) you will need to contact me right away. I will send you an "Application for License Activation" form which is to be filled out by you and your new Broker. There is a \$10.00 fee and you will be required to complete 16 Continuing Education Credits \*IMMEDIATELY\* in order to activate your license. (This will apply if you join any referral company).*

*The 1) Application Form, 2) Ten Dollar Check and 3) proof of 16 Continuing Education Credits will be sent by your new Broker to the Real Estate Commission. If these steps are not followed, the Real Estate Commission will consider your license "inactive" and will not issue you a new license.*

*If you have any questions regarding the activation of your license, please call me any time between 8:30 a.m. and 5:00 p.m. at 317-574-5575 or 317-571-2200 ext. 173.*

*Sincerely,*

*Jane Johnson  
Referral Consultant*



8. Expenses. The Company shall not be liable to the Referral Associate for any expenses incurred by him or her, or for any of his or her acts, nor shall Referral Associate be liable to the Company for any expenses of the operation of the Company's business. As an independent contractor Referral Associate acknowledges that he or she has no rights of workman's compensation, salary, pension, sick leave, sick pay or other attributes of an employee relationship.

Referral Associate recognizes that there are no mandatory referral quotas or any mandatory sales meetings to attend, and that Referral Associate has the responsibility to purchase his or her license, to pay his or her own trade association dues, and all other expenses necessary, and to pay and maintain his or her own hospitalization or whatever insurance he or she may choose to maintain.

Referral Associate is aware that the Company does not and will not maintain membership in any Boards of Realtors or Multiple Listing Services. In the event any such Board or Service shall claim that Referral Associate is required to pay any fees, dues or costs, Referral Associate shall pay the same.

9. Termination. This Agreement and the association created hereby may be terminated by either party hereto, at any time, upon written notice given to the other. For any referral accepted by the Company prior to the date of termination, the Referral Associate shall be paid his or her referral fee once the Company receives its compensation for the consummation of the transaction.

Upon termination, all prospects and referrals which Referral Associate may have secured during his or her association with the Company, and any information, files, data or photographs related thereto, shall remain the property of the Company without further compensation except as herein above provided. Referral Associate shall not use to his or her advantage or to the advantage of any other person, corporation, partnership or entity, any information gained from the files of the Company.

10. Agreement Binding; Assignment. This Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto. Neither this Agreement nor any rights hereunder shall be assignable by Referral Associate, and any such purported assignment shall be void.

11. Indemnity. Referral Associate shall indemnify and hold the Company harmless from and against all claims, liabilities, losses, damages, costs, charges, attorneys' fees, interest and other expenses of every nature and character arising from or relating to any actions taken (or omitted) by the Company or statements made (or omitted) by Referral Associate in connection with the performance of his or her duties hereunder, or the failure to comply with all restrictions of paragraph 3 hereof.

12. Entire Agreement; Amendment. This Agreement constitutes the entire understanding between the parties and supersedes any and all previous agreements between them. This Agreement may not be changed, amended or otherwise modified except by a writing duly signed by both parties hereto, or their respective heirs, personal representatives, successors and/or assigns.

13. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana.

14. Waiver. The failure of the Company at any time to require performance by Referral Associate of any provision of this Agreement shall in no way affect the Company's right thereafter to enforce such provision; nor shall the waiver of any subsequent breach of any such provision.

15. Headings. The headings of this Agreement are for convenience only and are not intended to be part of, or to affect the interpretation of, the terms of this Agreement.

16. Severability. If any word or other term of this Agreement, or if any construction or application of any term of this Agreement, is held to be unenforceable or invalid for any reason, then the validity of any remaining construction or application of that term shall not be affected, and the rights or obligations of each of the parties shall be construed and enforced as if the Agreement did not contain such invalid term, or as the case may be, invalid construction or application of such term; provided, however, that such resulting construction and enforcement shall be generally consistent with the basic purposes of this Agreement.

17. Notices. Any notice or other communication required or permitted to be given to a party under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, first class registered or certified postage prepaid, return receipt requested, and addressed to the address set forth below each party's name:

**The Company**  
9279 North Meridian Street • Suite 100  
Indianapolis, IN 46260

**Referral Associate's Address & Phone Number**  
X \_\_\_\_\_  
X \_\_\_\_\_

Either party may change his, her or its address by giving notice in writing, stating the new address, to the other party as provided in the foregoing manner.

IN WITNESS WHEREOF, the parties have executed this Agreement on this X day of \_\_\_\_\_, 20\_\_.

X **MANDATORY:** Referral Associate's place of employment \_\_\_\_\_

TUCKER REFERRALS, INC.

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

"the Company"



X Signed: \_\_\_\_\_

X Social Security No.: \_\_\_\_\_

"Referral Associate"



Email address: \_\_\_\_\_

EXHIBIT A

To be attached to and made a part of the Referral Associates Agreement between Tucker Referrals, Inc. (the "Company") and \_\_\_\_\_ (the "Referral Associate") dated \_\_\_\_\_ 20\_\_\_\_.

- i. Referral fees on business in which a sales associate of the F. C. Tucker Company, Inc. or one of its affiliated companies is involved will be 20% of the commission received on the side referred.
- ii. Referral fees on business in which a sales associate of the F. C. Tucker Company, Inc. or one of its affiliated companies is not involved will be 20% of the commission received on the side referred. This 20% will then be reduced by the fees charged by the networks used in the transaction.

## Tucker Referrals, Inc.

### *New Membership Registration Form*

(This form must be completed before membership will be processed.)

I, \_\_\_\_\_ (Referral Associate), joined  
Tucker Referrals, Inc. as a result of the following:

(Please check one)

- I joined because I heard about Tucker's referral program from other satisfied Referral Associates, I received promotional materials/information in the mail, or learned about your program in the Yellow Pages.
- I joined because I was previously an active Tucker Agent and my Tucker Manager was instrumental in my joining the referral program.

Manager's name: \_\_\_\_\_

- I joined because an active Tucker Agent told me about your program and its benefits to me as a referral licensee.

Tucker Agent's name: \_\_\_\_\_

- Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BUILD YOUR BUSINESS THROUGH MARKETING!


TUCKER REFERRALS OFFERS THE FOLLOWING MARKETING MATERIALS THAT YOU CAN PURCHASE TO HELP YOU INCREASE YOUR REFERRAL BUSINESS. USE THIS FORM TO PLACE YOUR ORDER.

## BUSINESS CARDS

Printed on white card stock with a yellow bar across the top, these cards are customized with your information.

I would like to order:

- \* 500 Business Cards for \$52.00


Your Name Here <i>Referral Associate</i>
Tucker Referrals, Inc. Your Address Your City, State and Zip Your Phone Numbers Your E-mail Address

## POSTCARDS

Printed on blue card stock, these cards are customized with your information.

I would like to order:

- \* 100 Postcards for \$15.00
- \* 250 Postcards for \$20.00


Buying or Selling a Home?

As an associate with Tucker Referrals, I can put you in touch with one of over 700 professional, full-time Tucker Agents best suited to assist you with your real estate needs.

Whether you need residential, commercial or relocation services, Tucker can help. And I can help by referring you to the right Tucker Agent.

Call me today for more information!

**Your Name Here**  
 Your Address  
 City, State, Zip Code  
 (Area Code) Telephone Number 1  
 (Area Code) Telephone Number 2  
 E-Mail Address



**Tucker Referrals, Inc.**

The following information will appear on your business cards and/or postcards (please print clearly):

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Area Code and Phone Numbers \_\_\_\_\_

E-mail Address \_\_\_\_\_

Associate's Signature \_\_\_\_\_

Please return this form and your check in the amount of \$ \_\_\_\_\_ made payable to Tucker Referrals, Inc. to:  
 Tucker Referrals, Inc. • 9279 N. Meridian St., Suite 100A • Indianapolis, IN 46260