

## Brokerage Relationship Policy Questionnaire and Order Form

Frascona, Joiner, Goodman and Greenstein, P.C. ("FJGG")  
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To order a Brokerage Relationship Policy from our law firm, please answer the following questions. This form should be completed by the employing broker or managing broker of your brokerage firm.

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1. What is the number of real estate licenses in your office? \_\_\_\_\_
2. What is the number of licenses you expect to have three years from now? \_\_\_\_\_
3. Do any of your licensees work so exclusively as sellers' agents that they would refer all buyers, regardless of the financial desirability, to some other licensee?  
A.  Yes; or  
B.  No
4. Do any of your licensees work so exclusively as buyers' agents that they would refer all sellers, regardless of the financial desirability, to some other licensee?  
A.  Yes; or  
B.  No
5. Does your office work exclusively as a transaction-broker?  
A.  Yes; or  
B.  No
6. When one of your licensees lists a property as a seller's agent and sells the property without the assistance of a cooperating broker, does your office seek to work that deal as a transaction-broker or a seller's agent?  
A.  Transaction-Broker [FJGG recommended option]  
B.  Seller's agent
7. When one of your licensees is hired as a buyer's agent and sells a FSBO without the assistance of a listing broker, does your office seek to work that deal as a transaction-broker or a buyer's agent?  
A.  Transaction-Broker [FJGG recommended option]  
B.  Buyer's agent
8. Is your brokerage firm captive to one builder or developer?  
A.  No, some significant portion of our business comes from listing previously owned homes and/or having client relationships with buyers.  
B.  Yes, virtually all of our seller listings are for one builder or developer. We only occasionally list previously owned homes for resale to help buyers unload their existing homes to purchase homes from our builder or developer.
9. Are your open files kept in a centralized location, or, while files are open do each of your licensees keep the main file?  
A.  Decentralized: Designated Broker maintains files for each client until the file is closed and goes into a central file system.  
B.  Centralized: Licensee maintains a central file which is kept consistently with Brokerage Firm's centralized file system.

Your answers to the questions above will help us develop our brokerage relation policy form system to allow FJGG to produce a cost effective policy addressing the needs of most of the brokerage community. Your answers will also have some affect on the policy we produce for you. The questions do not purport to address the almost infinite variety of theoretical agency choices available to brokers. You should carefully read your policy.

There will be many features of your policy which will not vary based on your choices above. For example, all policies which we generate (without customization) will allow your licensees to take agency or transaction broker listings. They will all require listing brokers to cooperate with both buyers' agents and transaction-brokers and to compensate them at the same rate. All policies will require the broker disclosures mandated by Colorado law. Should you have questions about your policy, the price you have paid includes a ten minute (or so) consultation with us about the policy. If you have questions, please call and ask to set up an agency policy consultation. Should you wish to consult with us about customizing, do not hesitate to schedule an appointment with either Jon Goodman or Oliver Frasca. Our fees for these consultations and subsequent drafting will be **\$250/hour**.

The price you have paid for your policy is based on our intent of creating many other substantially similar policies for other brokers. The policy we generate for you will be your policy and we will not share it with others (unless you authorize us to do so). However, we will share the master document on which your policy was based with many other brokers. Also, while your order of a policy creates an attorney-client relationship between FJGG and you, we consider this a limited services engagement so that all by itself, the ordering of an agency policy does not preclude us from representing another client who has interests adverse to your interests.

Should you wish to retain FJGG to prepare your agency policy, please return a completed copy of this form to us, together with your retainer check made payable to FJGG for \$300.00. You should expect to receive your policy within two weeks of our receipt of your order. You will also receive a separate document which will explain a variety of features of your policy. For an additional fee, Jon or Oliver is also available to make a presentation to your office to explain your policy and designated brokerage law in general to your licensees. Please contact either of our assistants at our office to book a presentation. We look forward to working with you.

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Yes, we would like Frasca, Joiner, Goodman and Greenstein, P.C. to prepare an agency policy for me with the features indicated above. The name and address of my brokerage: [please print]

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, CO \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Method of Payment. [Check One.]

- I have enclosed my check for \$300.00 made payable to FJGG.
- Please charge my VISA/MasterCard account number

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, exp. date \_\_\_\_/\_\_\_\_

Credit Card Billing Zip Code: \_\_\_\_\_ Credit Card Security Code: \_\_\_\_\_

\_\_\_\_\_  
(Client's Signature)

\_\_\_\_\_  
Broker

\_\_\_\_\_  
(please print Broker's name)

Method of Delivery. [Check One.]

- Paper version via regular U.S. Mail
- Electronic version via an Adobe Acrobat .PDF file