



FEE SHEET | 100% Commission

Residential Sales

Fees are charged per side represented.

\$399 Transaction Fee
\$18 E&O Insurance

Agent Referrals

Transaction Fee Only:

10% of Commission
\$399 Maximum

RESIDENTIAL RENTALS

Commissions

\$0 - \$1,000

**\$100 Transaction Fee
\$18 E&O Insurance**

Fees are charged per side represented.

Commissions

\$1,001 - \$3,999

**10% Transaction Fee
\$18 E&O Insurance**

Fees are charged per side represented.

Commissions

\$4,000+

**\$399 Transaction Fee
\$18 E&O Insurance**

Fees are charged per side represented.



Commercial

Sales & Leases | *Fees are charged per side represented.*

Commissions

UP TO \$50K

Per side represented

\$399 Transaction Fee
\$100 E&O Insurance

Commissions

OVER \$50K

Per side represented

\$399 Transaction Fee
\$100 E&O Insurance
5% over \$50k

UnitedRealtyGroup.com (954) 450-2000 Established 2002

United Realty Group Inc.

APPLICATION 2025

Last Name

URG Branch Choice
Boca Delray Boynton

Current Broker

Submitted To Whom

INSTRUCTIONS:

1. Complete Application
2. Attach Driver's License Copy
3. Include \$199 Admin Processing.
*Denials will not be charged.
4. Submit to Branch Manager

NOTICE TO AGENTS

Agents that are accepted agree to receive recurring messages from United Realty Group Inc. and their trusted industry service providers to the email address and cellular number provided. Message & data rates may apply.

AGENT PROFILE

Agent Name | *As it appears on real estate license*

Application Date

Street Address

City

State

Zip Code

Email Address

Birth Date

SSN OR EIN#

Mobile #

Home #

Completed Degree in Education

High School

Associate's

Bachelor's

More

In Addition to Realtor, current jobs held?

Employer

Position

Employer

Position

Active businesses you registered or are an officer of with Division of Corporations (Sunbiz.org)?

Business Name

Type of Business

Business Name

Type of Business

LANGUAGES

Language(s) **Fluent*

English

French

Creole

Arabic

Spanish

Portuguese

Russian

German

Turkish

Chinese

Tagalog

Vietnamese

Other Languages

LICENSING

FLORIDA Real Estate License

Real Estate License Number

Licensing Date

Renewal Date

Real Estate License | Other State **Disregard if NOT LICENSED in a state other than Florida*

Real Estate License Number

State Issued

Licensing Date

Driver's License **Copy required*

Driver's License Number

State Issued

Expiration Date

BOARD AFFILIATION(s)

Beaches MLS (RWorld)

Miami MLS

GACAR MLS

Florida Gulf Coast MLS

ORRA MLS

Other MLS

CERTIFICATION(s)

ABR

ALC

CCIM

CIPS

CPM

CRB

CRS

CRE

GAA

GREEN

GRI

AHWD

BPOR

HFR

LHC

C-RETS

MRP

PSI

REI

RENE

PSA

RSPS

SFR

PMN

RCE

RAA

SPS

SIOR

SRES

Other Certifications

TransactionDesk

United Realty Group Agents EXCLUSIVELY uses TransactionDesk.

Do you have experience using TRANSACTIONDesk?

Yes

No

PRODUCTION

Agent Production Requirement | 6 Closed Transactions in the last 24 Months (minimum)

Exceptions to Production Requirements (1) A URG Mentor and Mentorship Agreement (2) Verifiable Industry Experience (4) An Attorney (5) Joining a URG Team and Team Agreement.

Note: Teams have individual agreements that may have a different commission structure.

Individual Production | Residential

Indicate the amount of transactions closed in the last 24 months.

24 mo. formula: Today's date 2 years ago to present.

Sales

Rentals

Team Member Production | Residential

Team Name

Team Leader

Do Agents receive "credit" on MLS for their production on this team?

Yes

No

Indicate the amount of transactions closed in the last 24 months while on a team.

24 mo. formula: Today's date 2 years ago to present.

Sales

Rentals

Commercial | Individual Production

Indicate the amount of transactions closed in the last 24 months.

24 mo. formula: Today's date 2 years ago to present.

Sales

Leases

Industry Related Experience *OPTIONAL

Agents with less than 6 closed transactions in the last 24 months without a mentor or joining a team may be considered due to industry experience. Examples are attorneys, licensed loan originators, leasing agents, transaction coordinators, real estate assistants, etc.. Please describe industry experience to be considered.

LISTINGS

How many LISTINGS will you be transferring to United Realty Group?

NONE

Sales

Rentals

DATA

Do you currently have a relationship with a title company?

Yes

No

Have you worked with South Florida Title Associates (SFTAFL.com)?

Yes

No

Have you been a cooperating agent with a URG agent on a transaction?

Yes

No

Do you currently have a relationship with a licensed loan originator?

Yes

No

Have you worked with Certified Home Loans? (CertifiedHomeLoans.com)

Yes

No

Agent that referred you to United Realty Group.

Agent Name

URG

Other

If an Agent did not refer you, how did you hear about United Realty Group, Inc.?

Branch Manager

Internet Search

Advertisement

Industry Event

Have you spoke with or met the Branch Manager of chosen branch?

Yes

No

EMERGENCY CONTACT

Emergency Contact Information

Please provide us with that name of someone we can call in case of on emergency.

Name of Emergency Contact

Cellphone Number

E-Mail Address

Relationship to you? **Examples: mother, husband, etc.*

Thank you



POLICY AND PROCEDURE MANUAL

This policy manual aims to assist United Realty Group Agents in performing their respective duties and clarify *The Company's* responsibilities to our Agents. It is important that Agents continue to remain informed as to *Company* policies and procedures. Agents receive updates and changes via email from ConstantContact and/or through text. It is critical that Agents check their email frequently. If an Agent has a change of their primary email or cellphone number, please contact BrokerAssistant@URGFL.com with the change. If you do not receive regular emails from United Realty Group, please contact us so that we can update our records accordingly.

INDEPENDENT CONTRACTORS

All Agents are independent contractors and are responsible for all their own business expenses such as advertising, marketing materials such as business cards, yard signs installation cost, lock boxes, open house signs and all other costs. In the event *The Company* incurs any expense on behalf of the Agent, the Agent agrees to reimburse *The Company* immediately upon presentation of any invoice.

OFFICE FACILITIES

Agents agree to follow all facility policies and procedures.

Agents may use copy machines, fax machines, computer stations, conference rooms, and lobbies for the *exclusive purpose of United Realty Group real estate business* at no extra charge to the Agent.

Home Office: *The Company* will strive to provide adequate office space whenever possible for all Agents. It is expected that Agents will have a home office where they may be able to conduct their business.

Other Business: Agents are prohibited from conducting other business or businesses or meeting with customers and clients for other business or businesses in United Realty Group facilities. Unauthorized usage may result in revocation of access, privileges, and may include termination or further action.

Personal and Professional Items: Agents are prohibited from leaving or storing personal or professional items in our facilities. This includes kitchen cupboards and furniture. *The Company* is not responsible for Items unattended or left overnight.

Workstations: Do not eat food at the workstations. Workstation are neither assigned nor guaranteed and are shared by Agents on a first-come basis. Agents must not leave any personal or professional items in workstations unattended or overnight.

Private Offices and Desks: Agents may not use private offices or private desks. Private offices and desks are assigned by Branch Managers and Corporate through an approval process based on defined criteria. Private offices and desks require a separate usage agreement.

INITIAL HERE >>

Agent Initials

Etiquette: Our Offices serve customers and the public and decisions about the quality of our company and services are based on their interaction with you. Agents are expected to demonstrate respect, good judgment and professional behavior when using our facilities. Do not use the speaker option on your cellphone in the lobby, on the sales floor or other shared areas.

Attire: URG Agents demonstrate professional taste in attire when in our facilities and working with customers. Beachwear and athletic wear are not professional attire. Casual attire is acceptable for Agents quickly dropping off or picking up at the office.

Kitchen Rules: Agents agree to follow the Kitchen Rules posted in branch kitchens.

OFFICE KEY

Office keys are optional. Agents receive a key to their primary branch office by giving the Key Agreement (separate document) to the Branch Manager and paying the non-refundable key fee of \$55. Agents may ONLY have a key to their primary branch office. The Corporate office does not issue Agent keys.

Office Access is available to Agents Monday through Friday from 9:00 a.m. to 5:30 p.m. Please adhere to the following rules as well as the Key Agreement (separate document):

- Lock and Secure: Agents must lock and secure all office doors if last to leave.
- Turn off lights: Agents must turn off all the lights when last to leave.
- Negligence: Agents accept responsibility for any loss or theft due to their negligence.
- Key is optional: Office key is optional and has a non-refundable fee of \$55.
- Key upon termination: Upon termination, the Agent must return the key.

ACCOUNTING DEPARTMENT

The Company's Accounting Department staff are responsible for document compliance and quality control on all sales, rentals, leases and listings. It is their responsibility to ensure that all real estate files are properly documented and fully executed. Files must be submitted to them (by email, or in person) in a timely fashion, through TransactionDesk, typically within (3) three business days of the execution date. Agent files must be legible, state compliant and follow *Company* guidelines as referenced on the "Required Documentation Checklists."

Delays in providing prompt paperwork may result in fines and penalties for the Agent and can delay commission disbursement.

COMMISSIONS

United Realty Group strives to pay commissions in a timely fashion.

Time Period: Agent commissions are typically paid within five (5) business days after the Accounting Department receives the final documents completed correctly, including the closing statement and check(s) payable to United Realty Group.

Complete Files: Agents are responsible for submitting complete files. Complete files are legible and include all required documents filled out correctly.

Missing Documents: Missing documentation may delay compensation.

Negotiated Commissions: *The Company* realizes that from time-to-time Agents may have to negotiate the real estate commission due to competitive market conditions. This is perfectly acceptable and does not require prior approval. Agents cannot advertise commission discounts or reductions in any way.

Personal Transactions: Personal transactions are NOT EXEMPT from paying *The Company* for any commissions due or transaction fees. However, the Agent may receive credit for their commission at closing, with prior authorization from the Broker.

INITIAL HERE >>

Agent Initials

LISTING

Submit Files within Three (3) Days of Execution: Agents are responsible for turning in completed listing files and supporting documentation to the Accounting Department within three (3) business days of the execution date.

File Submission: Submit files through the TransactionDesk Lone Wolf platform to the Accounting Department.

Protected Listings: The Agent will receive all incoming inquiries from either buyers or other Realtors. No other agents will interfere with Agent's listing contacts. Calls are routed directly to the assigned agent.

Minimum Listing Term: The minimum listing term accepted is three (3) months.

Listing Commissions are Negotiable. Refer to the commissions paragraph for specifics.

Upon Termination: Agents leaving United Realty Group pay a fee per listing to take their listings that are not under contract with them to their new company. The fee for a sale listing is \$399, rental \$150 and commercial listing \$399.

Listing Signage: Agents are responsible for the cost of yard signs, installation and all expenses associated with listings. Agents are billed directly from the vendors and pay the vendors directly. Promptly pay invoices to ensure non-disruption of services.

Listing Copyright Infringements: Agents will use only self-owned / MLS photographer approved pictures and create their own remarks for their listings. Using someone else's material is a copyright infringement.

ESCROW ACCOUNT - RENTALS ONLY

United Realty Group maintains an active escrow account for RENTALS ONLY.

Sales Transactions: For Sales, Agents ask buyers to make their escrow check payable to a third party of their choosing (i.e., attorney or title company such as **South Florida Title Associates. SFTAFL.com**

Initial Deposit Submission Requirement | Next Business Day: Agents are responsible for assuring that all escrow deposits are made in a timely fashion. Initial deposits submitted to the Accounting Department are deposited the next business day. Agents must forward copies of all escrow checks to *The Company*. Failure to follow correct procedure will result in severe consequences.

Additional Deposit Submission Requirement | According to the Contract: Submit additional deposits according to the date specified in the Lease Agreement or Purchase Contract. Agents must forward copies of all escrow checks to *The Company*. Failure to follow correct procedure will result in severe consequences.

ERRORS AND OMISSIONS INSURANCE

United Realty Group maintains Errors and Omissions insurance for the purpose of defending both *The Company* and the Agent. However:

Agents Are Also Responsible for Defense: The Agent is also responsible for defending any legal, administrative, state, federal, or agency actions brought against United Realty Group with regards to any real estate transaction where the Agent was involved.

Agents That Do Not Make Defense: If an Agent does not make defense and United Realty Group is the defendant, the Agent is responsible for all losses including, but not limited to, attorneys fees.

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Agent Initials

Commission Defense

The Agent will compensate United Realty Group at an hourly rate of \$100 per hour for each hour expended in court and/or deposition if URG defends a real estate commission due to United Realty Group. Furthermore, Agent will be fully responsible for any legal and filing fees.

CONFIDENTIALITY

All *Company* information is proprietary and strictly confidential. Do not duplicate or distribute to third parties.

SOLICITATION

The Agent will not directly solicit, market, or recruit for any reason whatsoever, any other Agent within the United Realty Group organization during this agreement or for a period of five (5) years after the termination of this agreement.

RETURNING AGENTS

If an Agent would like to return to *The Company* after having left for any unspecified period, the Agent will re-apply by submitting a new application and other items specified in it.

MARKETING AND ADVERTISING

Agents must follow all Advertising Laws for Realtors. All advertisements, instructional, and educational materials that promote a Realtor or real estate must include the brokerage name, regardless of format, whether printed, video, or other. Agents can find the complete list of Laws for Realtors here: [Click Here](#)

Brokerage Name: United Realty Group's name must be in all real estate marketing and advertising according to Rule 61J2-10.025, Florida Administrative Code which states, "licensed name of the brokerage firm must appear in all real estate advertisements". This includes websites, social media, and any other online presence where you are advertising or representing real estate and real estate services.

United Realty Groups Logo is Interchangeable with the Brokerage Name: Agents may use the United Realty Group logo interchangeably with the brokerage name because it includes the entire registered name of the brokerage.

Copyright Laws: Obey all Copyright Laws. Agents are expected to have knowledge concerning copyright laws when advertising. Images are not the only items copyrighted. Writings, drawings, music, printed material, and videos are also a source of Copyright Law risk.

Online Presences: *The Company* may request the removal of an Agents marketing or advertising that does not align with United Realty Group.

Online Account and Using the Name *United Realty Group*: Agents are not allowed to name online accounts using United Realty Group's name first. Use the name United Realty Group AFTER the Agents name and title.

For example, the correct way to name an account or page is,
Mark Smith, Realtor, United Realty Group, NOT United Realty Group, Mark Smith, Realtor.

Team Advertising: Each team leader must designate and register a licensed team member with the Broker at the Corporate Office to ensure that the team's advertising is compliant with Florida statutes and codes.

- Advertisements containing the team or group name cannot be in larger print than the name of the registered brokerage.
- All advertising must be in such a way that reasonable people would know they are dealing with a team or group and in compliance with Rule 61J2-10.026 of the Florida Administrative Code.
- An Agent must notify *The Company* of the formation of a team and must provide a list of Team Members and team agreement.

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Agent Initials

Website ADA Compliance: The Agent ensures all websites they create or manage comply with the Americans with Disabilities Act. Click on the link for compliance standards [Click Here.](#)

Website Design: All Agent websites must clearly display the name (or logo (of United Realty Group above, below, and adjacent to the Agents' contact information.

FAIR HOUSING ACT

In the sale and rental of housing, Agent will abide by the Fair Housing Act and will not discriminate because of race, color, national origin, religion, sex, familial status, and/or disability.

CODE OF ETHICS

The Agent will comply with the Code of Ethics and Standards established by the National Association of Realtors.

NEW AGENT | ADMINISTRATIVE PROCESSING FEE

Agents accepted to join United Realty Group will pay a one-time fee of \$199 to TIYT LLC Administrative Services for application processing, set-up and transfer.

AGENT | ACKNOWLEDGMENT AND ACCEPTANCE

I have read and agree to abide by United Realty Groups policies, procedures, and rules as well as the Code of Ethics and Standards of Practice of the National Association of REALTORS®

INITIAL HERE >>

Agent Initials



INDEPENDENT CONTRACTOR AGREEMENT BETWEEN BROKER AND ASSOCIATE

Florida Association of Realtors®

United Realty Group Inc ("Broker") is licensed as a real estate broker in the State of Florida and performs acts designated within Chapter 475, Florida Statutes, enjoys goodwill and a reputation for dealing with the public, and maintains an office for the purpose of serving the public as a real estate broker.

_____ ("**Associate**") is licensed as a ☐ Sales Associate (license number SL/BL _____)

Broker Associate (license number BK _____) in the State of Florida and is properly qualified to deal with the public as such.

Effective _____ ("effective date"), **Broker** and **Associate** agree to associate pursuant to the following terms and conditions.

1. **Employment Status.** **Broker** retains **Associate** as an independent contractor to assist **Broker** in the performance of real estate-related activities. With respect to the clients and customers for whom service is performed within the scope of this Agreement, **Associate** will be construed to be an agent of **Broker**; otherwise, **Associate** will not be deemed a servant, employee, joint venture, or partner of **Broker** for any purpose. **Associate** will not be treated as an employee for Federal tax purposes with respect to the services performed for **Broker** under this Agreement. **Associate** is responsible for paying his/ her own estimated income tax payments, self-employment taxes, occupational taxes, and other taxes, if any, to the appropriate governmental entities. **Broker** will not withhold any taxes from compensation due to **Associate**, nor will **Broker** provide worker's compensation insurance for **Associate**.
2. **Associate Responsibilities.** **Associate** will use his/her best efforts to procure real estate-related business for **Broker** and will conduct his/her business in a reputable manner and in conformance with all laws, rules, regulations, and codes of ethics that are binding upon or applicable to real estate licensees, and with **Broker's** office policy manual, if any.
 - A. **Compliance.** **Associate** recognizes and acknowledges the obligation to keep abreast of all legal and other issues that affect the real estate industry as they may change from time to time. **Associate** will not commit any act that violates Florida real estate license law.
 - (1) **Fair Housing.** **Broker** and **Broker's** company support and practice Fair Housing principles. **Associate** has been advised that failure to comply with Fair Housing principles will result in appropriate disciplinary action and possible termination of this agreement. **Associate** warrants and represents that it is **Associate's** intent to attend Fair Housing instructional programs, keep current on developments in Fair Housing as it affects real estate marketing and sales, and comply with the Fair Housing laws and regulations. **Associate** understands this acknowledgment, warranty, and representation and agrees to it voluntarily.
 - B. **License Renewal; Continuing Education; Dues.** **Associate** will be responsible for timely renewing **Associate's** real estate license and for completing all legally required continuing education in a timely manner and maintaining the records that evidence such completion as required by the Florida Real Estate Commission. **Associate** will be responsible for paying all license fees, membership dues and fines.
 - C. **Broker Supervision.** **Associate** will be deemed to be working under **Broker's** supervision only to the extent required by Chapter 475, Florida Statutes. **Associate** will perform all activities, including those activities **Broker** requires **Associate** to perform, independently without **Broker's** supervision or control.
 - D. **Broker Property.** **Associate** acknowledges that all pending sales and listings taken during the term of this Agreement are **Broker's** property. All programs, forms, data, keys, manuals, signs, and other paraphernalia relative to the business of **Broker** are **Broker's** property, as are all documents and other items pertaining to transactions.
 - E. **Property of Others.** In accordance with Florida law, **Associate** will deliver to **Broker** by the end of the next business day following receipt following receipt any funds or other items that a consumer has entrusted to **Associate** in connection with a real estate transaction.
 - F. **Responsibility.** **Broker** will not be liable to **Associate** for any expenses incurred by **Associate** nor for any of **Associate's** acts. **Associate** will have no authority to bind **Broker** by any promise or representation, oral or otherwise, unless specifically authorized in writing in a particular transaction. Suits, whether for fees or otherwise, against clients, customers and others in the real estate business will be maintained only in the **Broker's** name. **Associate** is responsible for providing all tools necessary to perform the duties outlined. **Associate** will also be responsible for transportation expenses including insurance in the minimum coverage amount of \$100,000.00 for personal injury protection liability and insurance in the minimum coverage amount of \$300,000.00 for bodily injury liability and insurance in the minimum coverage of the amount of \$5,000.00 for property damage liability and other expenses incidental to performing **Associate's** duties without receiving any reimbursement from **Broker**. **Broker** will be named as an additional insured in all such policies.
 - G. **Indemnification.** **Associate** will indemnify and hold **Broker**, its officers, directors, and employees harmless from all claims, demands, suits, costs, and expenses, including reasonable attorneys' fees at all levels, of whatever nature and description to the extent based on **Associate's** representations, acts, omissions, negligence, willful misconduct, or violation of laws, rules, regulations, codes of ethics, this Agreement or office policy manual.

Agent Initials

3. **Broker Responsibilities.**

- A. **Access to Listings.** **Broker** will provide **Associate** with access to all current listings of **Broker** and listings made available to **Broker** through offers of cooperation, except those listings that **Broker**, in his/her/its discretion places exclusively in the possession of another sales associate.
- B. **Access to Facilities.** **Associate** may utilize **Broker's** then existing office facilities for the performance of **Associate's** duties as described above.
- C. **Compensation.** **Broker** will negotiate all terms and conditions of fees charged clients including but not limited to, the amount and payment date. **Broker** will compensate **Associate** in proportion to **Associates** output with regard to real estate-related activities and not to hours worked by **Associate**. Such compensation will be solely through commissions as described below or in **Broker's** office policy manual and this Agreement, the terms of the office policy manual will prevail. **Broker** may deduct from **Associates** compensation any amounts due from **Associate** to **Broker**.

- (1) **Amount; Payment.** When **Associate** performs any brokerage service for **Broker** and **Broker** earns and collects a fee for such service, **Broker** will pay **Associate** within 5 (five) business days after the funds are collected and have cleared:

*100% of the commission with a \$399 transaction fee for Residential Sales

*100% of the commission for the first \$50,000 with a transaction fee of \$399, commission over \$50,000 will have an additional fee/split of 5%, for Commercial Sales.

- (2) **Dividing Compensation with Other Licensees.** If two or more **associates** participate in rendering a brokerage service to the public, or claim to have done so, **Broker** will determine, in **Broker's** sole and absolute discretion, the amount of the fee due **Associate**.
- (3) **Incentives.** If a seller or listing office offers a premium, bonus, or incentive, if such premium, incentive or bonus is in the form of money, then **Associate** will receive the same commission split as stated above. If such incentive is other than money (i.e., a cruise, trip, or other matter having economic value but not delivered in money), then such premium, bonus or incentive will go to **Associate**. If a non-monetary incentive goes to **Associate**, **Broker** will report the fair market value of the incentive as income to **Associate**, as **Broker** must collect and deliver the incentive to **Associate** to preserve the respective legal positions of the parties.
- (4) **Benefits.** **Associate** will be provided no minimum salary, vacation pay, sick leave or any other fringe benefit.
- (5) **Collection of Fees.** **Broker** will not be required to prosecute or sue any party in order to collect any fee for services performed by **Associate**. However, if **Broker** incurs attorneys' fees and costs in the collection of or attempt to collect a fee, such amounts will be deducted from **Associates** commission in the same proportion as provided for herein in the division of the fee.
- (6) **Compensation After Termination of Agreement.** After termination of this Agreement, **Broker** will pay **Associate** any amount earned prior to termination less amounts owed to **Broker** and amounts **Broker** must pay another licensee to complete pending transactions for which **Associate** was responsible prior to termination.

4. **Errors and Omissions Insurance.** **Associate** will pay \$18.00 per side of their transaction for Errors & Omission coverage for Residential Sales and Residential Rentals. **Associate** will pay \$100.00 per side of their transaction for Errors & Omission coverage for Commercial Sales and Commercial Leases.
5. **Term; Termination.** This Agreement will be in effect for 10 years from effective date. Either party may terminate this Agreement by 1 days' advance written notice to the other party. **Broker** may terminate this Agreement without notice for wrongful conduct by **Associate**. Failure by either party to maintain active licensure status pursuant to Chapter 475, Florida Statutes, will be deemed automatic termination. **Associate** will not, after termination of this Agreement, use to his/her own advantage, or to the advantage of any other person or entity, any information gained from the business of the **Broker** relating to property for sale, lease or rental, or **Broker's** customers or clients. Upon termination of this Agreement, **Associate** will return all **Broker's** property to **Broker** with no copies made or retained by **Associate**.
6. **Confidentiality.** **Associate** acknowledges that **Broker** may disclose confidential information to **Associate** during the course of this Agreement. Any such information that is or should be reasonably understood to be confidential or proprietary to **Broker**, including mailing lists, customer and client lists, sales, costs, unpublished financial information, product and business plans, projections, marketing data, computer data, computer programs, and supporting documentation, and **Broker's** office policy manual, if any, are considered confidential property of **Broker**. **Associate** will take reasonable steps and use due care during the term of this Agreement and for 12 months after its termination to prevent the duplication or disclosure of confidential information, other than by or to **Broker's** employees or agents who must have access to the information to perform their duties for **Broker**.
7. **Dispute Resolution.** This Agreement will be construed under Florida law. All disputes between **Associate** and another associate in **Broker's** Firm will be resolved by **Broker**. All disputes between **Broker** and **Associate** will be mediated under the rules of the **American Arbitration Association** or other mediator agreed upon by the parties. The parties will equally divide the mediation fee, if any. In any litigation between **Broker** and **Associate**, the prevailing party will be entitled with to recover reasonable attorneys' fees and costs at all levels, unless the following box is checked: ☒ **Arbitration:** Any dispute not resolved by mediation will be settled by neutral binding arbitration in accordance with the rules of the American Arbitration Association or other arbitrator agreed upon by the parties. Each party to any arbitration or litigation (including appeals and interpleaders) will pay its own fees, costs, and expenses, including attorneys' fees at all levels, and will equally split the arbitrators' fees and administrative fees of arbitration.
8. **Additional Terms.** There is a \$399 transaction fee on all Residential sales transactions (per side represented), and \$399 transaction fee on all Commercial sale and lease transactions (per side represented). Rentals and referrals have a transaction fee of 10% of the commission earned with a minimum of \$100 and a maximum of \$399 (per side represented). All other miscellaneous commission checks not falling into the previously mentioned categories have a \$60 check handling fee. Upon termination, **Associate** will be entitled to any pending commissions. If **Associate** should abandon any pending transactions, **United Realty Group** will retain 25% of the commission to close out the pending transaction. **Associate** will not directly solicit, market, or recruit for any reason whatsoever any other Associate within the **United Realty Group** organization during this agreement or for a period of five (5) years after the termination of this agreement.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Change of Status for Sales Associates and Broker Sales Associates
Form # DBPR RE 11

Check the box for the relevant transaction in Section I and complete the applicable additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For additional information see Instructions at the end of this form.

Section I – Transaction Types

TRANSACTION TYPES	
<input type="checkbox"/> Add Employee [3020]	<input type="checkbox"/> Become Inactive [4020]
<input type="checkbox"/> Terminate Employee [4020]	<input type="checkbox"/> Change Employer [9007]

Section II – Associate Information

ASSOCIATE INFORMATION			
License Number:			
Last/Surname	First	Middle	Suffix
Primary Phone Number		Primary E-Mail Address	

Section III – Broker or Company Information

COMPANY INFORMATION			
Last/Surname (Qualifying broker)	First	Middle	Suffix
BROWNELL	PAUL	N	
License number of real estate company: CQ1023517			
Name of real estate company: UNITED REALTY GROUP INC.			
Primary Phone Number 954-450-2000		Primary E-Mail Address PBROWNELL@URGFL.COM	
Signature of qualifying broker that is adding or terminating employee:			

Section IV – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.	
Signature:	Date:
Print Name:	



Administrative Services

2025

ACH Authorization Form

INSTRUCTIONS: Sign and complete this form to authorize TIYT LLC to make a one-time charge to your bank account listed below. Return this form to BrokerAssistant@URGFL.com.

One Time Charge: You authorize TIYT LLC. to make a one-time charge to your bank account listed below. By signing this form, you give TIYT LLC. permission to debit your account for the amount of \$199.00 on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

**I authorize TIYT LLC. to charge my Bank Account
for \$ 199.00 on or after this date:**

Date

Rendered: Administrative Processing | New Agent

ACH BANK ACCOUNT Authorization

Checking Account

Savings Account

Name on Account

Bank Name

Good Through Date

Account number

Routing Number

Email Address

Mobile Number

A large, empty rectangular box with a thin black border, intended for the individual's signature.

Individual's Signature

Date