

GENERAL GUIDELINES FOR BAILEY ESTATES AND REALTORS

FOR REALTORS

Section 1. The Realtor should allow Bailey Estates to handle the presentation of the property and final walk through.

Section 2. Once a contract has been signed with Bailey Estates, the Realtor should allow Bailey Estates to determine the extent of his or her involvement from that point forward in the transaction.

Section 3. Realtors should familiarize themselves with Bailey Estates' products and services before taking buyers on a showing, and expect Bailey Estates to attend showings to ensure that all product features are adequately and fully presented.

Section 4. Realtors should instruct home buyers to notify Bailey Estates as soon as possible that they are working with a Realtor.

FOR BAILEY ESTATES

Section 1. Bailey Estates understands the Realtor's expertise on the resale market and the assistance that he or she may provide on financing, pre-qualification and coordination of the buyer's move.

Section 2. Bailey Estates will provide Realtors with necessary information to promote and sell Bailey Estates property.

Section 3. Bailey Estates will maintain open communication with Realtors throughout the construction process, if applicable.

Section 4. Bailey Estates will notify the Realtor as soon as possible if there is a problem with method used to introduce and register a prospective buyer.

Bailey Estates and the Realtors with whom it is in contact agree to subscribe to these Guidelines. Bailey Estates will endeavor to make these guidelines available to all Realtors and to have a signature from Realtor firms that such guidelines have been received, acknowledged and agreed to.

Effective Date: April 30, 2017

**EXHIBIT 1. NOTICE OF RECEIPT, ACKNOWLEDGEMENT AND AGREEMENT Realtor Firm
Acknowledgement**

We acknowledge the receipt of the Realtor-Bailey Estates Cooperative Sales Guidelines.
Further we subscribe to these Guidelines, and agree to abide by the provisions therein in a
reciprocal manner as between Bailey Estates and our Realtor firm.

J.H. Londono, for Bailey Estates

Date: _____

, for

Date: _____

EXHIBIT 2: REALTOR'S PROSPECTIVE BUYER REGISTRATION FORM PROSPECTIVE BUYER REGISTRATION FORM

Customer Name: _____
Customer Address: _____
Customer Phone: _____
Customer Email: _____

Realtor Name: _____
Realtor Firm: _____
Realtor Phone: _____
Realtor Email: _____

Date, time and description of introduction of customer to Bailey Estates and showing of property/project to customer:

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Comments:

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Agent Signature: _____ Date: _____

Customer Signature: _____ Date: _____

Bailey Estates Rep: _____

Date: _____

The registration of the prospective homebuyer will be for a period of 90 days. A 30-day extension of the registration period will automatically be granted by Bailey Estates if requested in writing by the Realtor. The registration period will expire at the end of 90 days unless specifically renewed by Bailey Estates and the Realtor in writing.

Registration Date

Bailey Estates Rep.