



AGENT REFERRAL PROGRAM POLICY & REGISTRATION

Mattamy Homes is committed to fostering strong partnerships with the Real Estate Brokerage community. This Agent Referral Program Policy and Registration Form sets out our policy and registration requirements for Brokers/Agents and their Brokerages who refer qualified prospective purchasers to eligible homes in our low-rise communities.

PROGRAM REQUIREMENTS

Qualified Prospective Purchasers:

- All prospective purchasers signing the agreement of purchase and sale (APS) must be “new” purchasers who were introduced to the Mattamy Homes Vicinity or Vicinity West community by the Broker/Agent.
- Any prospective purchaser who has previously communicated with Mattamy Homes regarding the Mattamy Homes Vicinity or Vicinity West Community in person, verbally, or in writing will not be considered a “new” purchaser and the Broker/Agent will not be eligible for this Referral Program.

Introduction Requirements:

- Broker/Agent MUST accompany the prospective purchaser(s) to the Mattamy Homes Sales Centre on their **first visit** and register their prospective purchasers. The Agent must also accompany the prospective purchaser(s) to all subsequent visits to the Sales Center including when the APS is signed. **NO EXCEPTIONS.**
- The attached Agent Referral Program Registration Form must be completed, signed by all parties, and provided to a Mattamy Homes Sales Consultant with the Broker/Agent’s business card attached for review at the first visit to be eligible under this program. If the Agent Referral Program Registration Form is complete and all program requirements have been met, it will be acknowledged by Mattamy Homes in writing.

Program Validity:

- This Agent Referral Program Registration Form is valid for 90 days from the date it is acknowledged by Mattamy Homes. If an APS has not been signed by the prospective purchaser(s) within this 90-day period, this Agent Referral Program Registration Form will expire and the Broker/Agent will not be eligible for this Referral Program.
- A new Agent Referral Program Registration Form must be executed upon expiry of the 90-day period for the Broker/Agent to remain eligible for the Referral Program. Mattamy Homes has no obligation to pay any referral fee under the Referral Program in the event the Agent Referral Program Registration Form or any other document related to the Referral Program has expired.

Referral Fee Amounts:

- Referral Fees payable under the Referral Program are posted at the Sales Center and may vary based on product type and/or closing date.
- Referral Fees are subject to change at any time without notice and will be confirmed in writing in the Referral Agreement that is executed with the APS.

Referral Fee Payment Terms:

Referral Fees are payable as follows:

1. First Installment (50% of Referral Fee): Paid to the Brokerage 30 days after completion of all of the following:
 - The prospective purchaser(s) providing all deposits due under the APS, and all deposit payments having cleared.
 - The prospective purchaser(s) providing the evidence of financing and solicitor contact information required under the APS within the required timelines.
 - Broker/Agent's Brokerage provides a proper invoice for the first installment of the Referral Fee then due.
2. Second Installment (50% of fee): Paid 60 days after completion of all of the following:
 - The prospective purchaser(s) completing the transaction contemplated in the APS without delay or amendment to the APS.
 - Broker/Agent's Brokerage provides a proper invoice for the balance of the Referral Fee then due.

Important Note: If falsified/fraudulent financial or mortgage pre-approval/approval documents are discovered, the Referral Fee will be forfeited and the Brokerage and the Broker/Agent will immediately reimburse Mattamy Homes for any portion of the Referral Fee already received.

Broker/Agent Obligations

- **Compliance with Ontario Law:** Mattamy Homes reserves the right to verify agency relationships and adherence to the Trust in Real Estate Services Act, 2002 (TRESA). Such relationship must exist at the time each prospective purchaser is introduced to Mattamy Homes by the Broker/Agent. Broker/Agent shall, at all times, be in compliance with TRESA and all related regulations.
- **Purchaser Support:** Broker/Agent must ensure that prospective purchaser(s) comply with all timelines set out in the APS, including providing evidence of financing evidence and solicitor contact information
- **No Misrepresentation or Solicitation:** Brokers/Agents must not present themselves as representatives of Mattamy Homes at any time. NO ADVERTISING OR SOLICITING FOR REPRESENTATION will be permitted by anyone other than Mattamy Homes personnel on the premises of any Mattamy Homes Sales Center or offsite Sales Event. Non-compliance will result in disqualification from the Agent Referral Program.

Brokerage Obligations

- **Compliance with Ontario Law:** Brokerage shall, at all times, be in compliance with TRESA and all related regulations.
- **Acknowledgement of Clawback and Set-Off:** Brokerage shall, in the event that any portion of the Referral Fee is required to be reimbursed pursuant to the terms of Agent Referral Program Policy and Registration Form or the Referral Agreement, make such payment promptly and without delay and in accordance with the direction of Mattamy Homes or its affiliate. Mattamy Homes or its affiliates may withhold or set-off against all other fees or commissions payable to the Brokerage and/or the Broker/Sales Agent (whether related to the Referral Program or not) until such reimbursement is received.

Prospective Purchaser Requirements

- Broker/Agent and prospective purchaser(s) must submit a completed worksheet.
- Provide all deposits due under the APS (credit card or bank draft for the first deposit, post-dated cheques for subsequent deposits).
- Provide valid, Government-issued ID and any other documentation required by Mattamy Homes for FINTRAC compliance purposes.
- Provide evidence of compliance with all Prohibition on the Purchase of Residential Property by Non-Canadians Act requirements or exemptions (if applicable).
- Completing the transaction contemplated in the APS without delay or amendment to the APS.

Additional Terms

- The Referral Fee is non-transferable and non-assignable to other brokerages or Brokers/Agents.
- The Broker/Agent must be actively registered and in good standing with RECO.
- Mattamy Homes may clawback, withhold or set-off Referral Fee payments if reimbursement is required by the Broker/Agent or Brokerage.
- Mattamy Homes reserves the right to amend or terminate the Referral Program at any time.

By participating in this Agent Referral Program, Broker/Agent, Brokerage and prospective purchaser(s) acknowledge and agree to all terms and conditions herein. Non-compliance with any of the above requirements, obligations or terms may result in disqualification from the Agent Referral Program and the requirement to reimburse Mattamy Homes for any portion of a Referral Fee already received.

This Agent Referral Program is effective as of January 22, 2025. Mattamy Homes reserves the right to refuse to accept new Agent Referral Program Registration Forms and may terminate the Agent Referral Program at any time in its sole and absolute discretion.

AGENT REFERRAL REGISTRATION: Mattamy Homes

Vicinity ☐ **Vicinity West** ☐

Prospective Purchaser Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Prospective Purchaser Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Broker/Agent and Brokerage Information

Real Estate Agent Name(s): _____

Brokerage Name: _____

Brokerage Address: _____

City: _____ Province: _____ Postal Code: _____

Agent RECO Registration Number: _____

Agent Phone Number: _____

Brokerage Phone Number: _____

Agent Email Address: _____

Business Card



Acknowledgments

Prospective Purchaser Acknowledgment:

I/We, the undersigned purchaser(s), confirm that the above-named Broker/Agent is representing me/us in the purchase process with the Mattamy Homes community indicated on page 4. I/We understand that the Broker/Agent must comply with the terms of the Mattamy Homes Agent Referral Program Policy.

Purchaser Name (print): _____

Purchaser Signature: _____ Date: _____

Purchaser Name (print): _____

Purchaser Signature: _____ Date: _____

Broker/Agent and Brokerage Acknowledgment:

I, the undersigned Broker/Agent, on behalf of myself and on behalf of the Brokerage confirm that I have reviewed the Mattamy Homes Agent Referral Program Policy and agree to comply with its terms and conditions. I also confirm that I have introduced the prospective purchaser(s) named above to Mattamy Homes in accordance with the Agent Referral Program requirements.

Broker/Agent Name (print): _____

Broker/Agent Signature: _____

(I have the authority to bind the Brokerage)

Date: _____

Mattamy Homes Acknowledgment:

We, the undersigned representatives of Mattamy Homes, confirm receipt of this Agent Referral Program Registration Forms and acknowledge that the above-named Agent has introduced the above-named client(s) in accordance with the Mattamy Homes Agent Referral Program Policy.

Sales Consultant Name: _____

Sales Consultant Signature: _____ Date: _____