



**To Activate Your Membership with
JRC REFERRAL LLC
Please Send the Following Paperwork to:**

**Nona Orlando
JRC Referral LLC
118 Jackson Avenue
Rutherford, NJ 07070**

**PLEASE MAKE SURE YOUR CURRENT BROKER NOTIFIES THE STATE OF YOUR
TERMINATION SO THAT WE MAY ENROLL YOU IN THE PROGRAM**

PLEASE INITIAL EACH LINE AND SEND BACK ALL DOCUMENTS LISTED BELOW

- _____ Reviewed the Policies Document and Understand the Terms as Presented
- _____ Completed Membership Profile Sheet
- _____ Completed the Referral Associate Application
- _____ Provided Your NJ Real Estate License # _____
- _____ Terminated Your Affiliation With Previous Broker Or Referral Company, If Applicable
- _____ Signed Referral Contractor Agreement
- _____ Completed W-9 Form
- _____ \$_____ Check Payable to "JRC Referral LLC" (for transferring to referral agent). Based on transfer fees from NJ Real Estate Commission.
- _____ Check payable to "JRC Referral LLC" for bi-annual dues (see fee breakdown attached for correct amount)



Policies

WHO WE ARE

JRC Referral LLC (referred to herein as “**JRC**”) was formed as an independent referral brokerage to provide easy accessibility for Referral Licensees to refer business within New Jersey, Nationwide, and Internationally. It allows Referral Associates to generate income and maintain their active real estate licenses. JRC is a vehicle that allows holders of New Jersey real estate licenses, who are not functioning as full- or part-time real estate licensees, to reap the benefits of referring real estate opportunities--listings and sales-- without paying the usual costs (MLS fees, Board of REALTOR dues, marketing fees, etc). JRC is independent and not affiliated with any Realtor organization and thus Referral Associates are not required to join local multiple listing services or any Board of Realtors.

JRC Referral Associates will not personally list or sell real estate but can offer all real estate services by referring customers/clients through JRC. Referral Associates, like Sales Associates, are independent contractors and are responsible for paying their own business costs, expenses and applicable taxes.

JRC Referral Associates are not required to live in New Jersey; however, they must retain their New Jersey Real Estate License.

JOINING JRC REFERRAL LLC - *Who Can Join?*

Current Sales Associates. Active Sales Associates, with another Broker, may transfer their license to JRC. Sales Associate would be responsible for license transfer fee to the State Treasurer of NJ.

New Licensees. New licensees may join JRC upon successful completion of their NJ Real Estate exam. New licensee would be responsible for applicable fees to State Treasurer of NJ.

Sales Associates with Inactive Licenses. Sales Associates who have escrowed their licenses at the Real Estate Commission may re-activate their license into JRC. Associate would be responsible for re-activation fee to State Treasurer of NJ.

License Status. The Referral Licensee acknowledges that their license status at the NJ REC is that of REFERRAL AGENT and that if they return to ACTIVE Sales Associate status in the future, they will be responsible for completing the required NJ continuing education credits at that time. Referral Licensee also acknowledges that their license may only stay in REFERRAL status for a total of 3 NJ REC state licensing cycles (a total of 6 years) before they would have to complete the NJ Salesperson licensing course again in order to re-activate (to be monitored by the licensee himself or herself).

NOTE: *The NJREC has time limits on re-activation of licenses. Contact JRC REFERRAL LLC immediately to determine current status of your license and re-activation guidelines.*

How To Join - Each JRC Referral applicant must:

1. Complete a JRC REFERRAL LLC Profile Form.
2. If you are affiliated with another referral company or broker, you must have them terminate you with the State Real Estate Commission.
3. Provide your New Jersey Real Estate license #
4. Fill out W-9 Form.
5. Pay the JRC REFERRAL LLC Affiliation Fee of \$160 every two years, which may be pro-rated for the first term of membership plus any fees charged by the New Jersey Real Estate Commission to activate or transfer initial license. On the next renewal cycle, licensee will be billed \$160 every two years and NJ Real Estate Commission license fee.
6. Sign JRC Referral LLC Contractor Agreement.

Affiliation Fee. JRC charges an affiliation fee of \$180 per real estate license. This fee is due by December 20th of the year prior so it is effective January 1. JRC will bill all Referral Associates each licensing cycle. The fee for new Referral Associates may be pro-rated less licensing fees. (See Chart)

NJ Real Estate Commission License Renewal Fees. JRC will bill Referral Associates the applicable License Renewal Fee which is due to the NJ Real Estate Commission every odd year. Currently, the renewal fee for Referral Associates is \$100.

If the JRC Referral Associate does not renew their JRC affiliation and NJ REC License Fee, JRC will return their license to the NJ Real Estate Commission to be placed in escrow. Refunds will not be given.

PLACING A REFERRAL

To place a referral, the Referral Associate should contact the Operations Manager. The Operations Manager will work with the Broker in the selecting a Broker/Sales Associate in the appropriate area. Referral Associates are free to choose who their referrals go to on a one-by-one basis or form exclusive relationships with any Broker/Sales Associates they choose. All referrals sent by JRC Referral Associates MUST be in writing and signed by JRC Broker prior to contacting any agents or brokers. This is the only way to guarantee you will be paid your referral commission.

JRC REFERRAL FEE

Our referral fees are very competitive. JRC typically charges 25% referral fee on the referred side of the commission to the Broker. Please do not negotiate referral fees with agents directly. Referral fees can only be negotiated between broker and broker. JRC pays its Referral Associates a portion of the referral fee collected at settlement.

MISCELLANEOUS

ERA Justin Realty Co. JRC administrative office is located in the same facility as ERA Justin Realty Co, but there are no services available from ERA Justin Realty to the Referral Associate. The Referral Associate cannot work out of an ERA Justin Realty office, use ERA Justin Realty marketing, including, business cards, websites, etc to promote their referral business; or attend ERA Justin Realty training programs. JRC is a separate company with a separate Broker of Record.

Business Cards. Business cards can be used by JRC for Referral Associates. Cards must be approved by management before use. All Referral Associates are encouraged to purchase them to promote their referral business. No other form of advertising can be created by the Referral Associate without prior written approval by JRC.

JRC Referral LLC
New Agent Member Profile Sheet

PLEASE PRINT CLEARLY

NAME

FIRST

MIDDLE

LAST

MAILING ADDRESS

Phone

Home

Business

Cell

EMAIL

SOCIAL SECURITY #

DATE OF BIRTH

RE LICENSE #

EXPIRATION DATE

PREVIOUS REAL ESTATE BROKER

CURRENT EMPLOYER

JOB TITLE

LOCATION

APPLICANT SIGNATURE



REFERRAL ASSOCIATE APPLICATION

Name: _____

Address: _____
Street City, State Zip

Email: _____

Home Phone: _____ Cell Phone: _____

Social Security # _____ Date of Birth: _____

NJ Real Estate License is currently: License # _____

ACTIVE

INACTIVE

Newly Licensed

Previous Broker, If Applicable: _____

OFFICE USE ONLY:

<input type="checkbox"/> License transfer REC	<input type="checkbox"/> Affiliation Fee	<input type="checkbox"/> Entered in database
<input type="checkbox"/> Contract signed	<input type="checkbox"/> Policies Manual Distributed	<input type="checkbox"/> W-9 on file
Source of licensee:		
Affiliation start date:		

JRC Referral LLC- Independent Contractor Agreement
Contract between Broker and Referral Licensee, State of New Jersey

This agreement made this ____ day of _____, 20____, by and between JRC Referral LLC, with offices at 118 Jackson Avenue, Rutherford 07070 hereinafter referred to as "Broker" and _____ (Referral Licensee), residing at _____, hereinafter referred to as "Referral Agent", for and in consideration of the mutual promises and agreements for their mutual benefits.

WITNESSETH:

WHEREAS, Broker is duly registered and licensed as a Real Estate Broker in the State of New Jersey and is qualified to and does operate a general real estate referral business and does enjoy the goodwill of, and reputation for, fair dealing with the public; and

WHEREAS, Referral Agent is now engaged in business as a referral associate, and has enjoyed, and does enjoy a good reputations for fair and honest dealing with the public as such; and

WHEREAS, it is deemed to be to the mutual advantage of Broker and Referral Agent to form the association hereinafter agreed to under the terms and condition hereinafter set out;

NOW THEREFORE,

Restrictions on Activities. The Referral Agent fully understands that he/she will not be permitted to list or sell but will only act in the capacity of a source of referrals. Referral Agent acknowledges that he may not participate in any Multiple Listing Service, and cannot list or sell properties, nor have access to any of Broker's files. Referral Agent specifically acknowledges that he may not possess any Multiple Listing Service listing site.

A licensed referral agent's real estate brokerage-related activities shall be limited to:

- 1) Directing prospects to websites and other sources of information on real estate matters generally available to the general public; and
- 2) Referring prospects for the sale, purchase, exchange, leasing or rental of real estate to the real estate broker through whom they are licensed as a referral agent.
 - A. A referral agent shall not be employed by or licensed with more than one real estate broker at any given time.
 - B. No person shall be simultaneously licensed as a referral agent and a real estate broker, broker-salesperson or a salesperson in New Jersey.
 - C. Referral agents shall not engage in prohibited brokerage activity for their broker or for others, and shall not receive compensation from their broker or any other person for engaging in prohibited brokerage activity. For the purposes of this rule, prohibited brokerage activity includes, but is not limited to the following:
 1. Negotiating the purchase, sale, or exchange of an interest in real estate;
 2. Leasing or renting or offering to lease or rent any interest in real estate;
 3. Collecting rents for the use of real estate or any other monies;
 4. Negotiating commissions or compensation rates and otherwise negotiating or signing listing or buyer-brokerage agreements;
 5. Negotiating or signing contracts of sale or leases of real estate;
 6. Accepting any funds of others to be held by a real estate broker acting in that capacity or as escrow agent or as the temporary custodian of the funds of others in a real estate transaction;
 7. Conducting a public or private competitive sale of land or any interest in lands;
 8. Negotiating, assisting in, or directing, the closing of any transaction which results or is contemplated to result in the sale, exchange, leasing, renting or auctioning of any real estate;
 9. Negotiating, offering, attempting to, or agreeing to negotiate a loan secured or to be secured by a mortgage or other encumbrance upon or transfer of any real estate;
 10. Conducting showings or open house presentations of properties;
 11. Participating in expositions, marketing shows or other presentations where information on specific properties or real estate interests marketed through a common promotional plan, including but not limited to planned unit developments, is provided to the public;

12. Providing information on listings, either in person, or through electronic communication including telephone and the internet, beyond the information which referral agents are permitted to provide with respect to websites and other sources of information as referenced in (a) above; and
13. Producing or presenting comparative market analyses or similar studies of real estate.

License Status. The Referral Agent acknowledges that their license status at the NJ REC is that of REFERRAL AGENT and that if they return to ACTIVE status in the future, they will be responsible for completing the required NJ continuing education credits at that time. See attached "Referral Agent CE Spreadsheet".

Referral of Leads. The Referral Agent hereby agrees to refer to the Broker any and all information regarding potential listings for the lease, sale or purchase of real estate (the "Leads"). Subsequent to the referral of the Leads to the Broker, the Referral Agent shall not have further duties or obligations with respect hereto, except to refrain from interfering with later activities by other parties as are contemplated hereunder.

Compensation. The Broker agrees to distribute commissions earned by the Referral Agent not later than ten (10) business days after the receipt by the Broker of the commission or as soon thereafter as such funds have cleared the Broker's bank. The Broker is not liable to the Referral Agent for commissions not collected and expenses associated with the collection of a commission shall be shared in direct proportion to the participation. Referral Agent will receive 50% of the commission received on the referred portion of the transaction on all transactions handled through any Brokerage Companies unless modified hereafter.

Liability. The Broker shall not be liable to the Referral Agent for any expenses incurred by the Referral Agent or for any of his/her acts, nor shall the Referral Agent be liable to the Broker for any expenses of the operation of the Broker's business. The Referral Agent acknowledges that he/she is not an employee nor a partner, but a Referral Agent with an independent contractor status, with no rights or workmen's compensations, salary, pension, sick leave, sick pay or other attributes of an employee relationship. In accordance with the Tax Equity and Fiscal Responsibility Act of 1982, the Referral Agent acknowledges that his remuneration is directly related to sales output and that he will not be treated as an employee for federal tax purposes.

Expenses. The Referral Agent recognizes that there are no mandatory referral quotas to meet or any mandatory sales meetings to attend and that each associate has his own responsibility to purchase the license, to pay all other expenses necessary, and to pay and maintain his own hospitalization or whatever other insurance he/she may choose to maintain.

Termination. It is mutually agreed that this contract may be terminated by either party thereto at any time upon written notice given to the other. Such termination, however, shall not divest the Referral Agent of any rights to commissions earned on sold referrals under contract but not yet closed at the time of such termination. No commission will be paid on renewals or options to purchase which are exercised after Referral Agent has terminated their agreement with the Broker. Upon termination of the Referral Agent's relationship with the Broker, all prospects and referrals which the Referral Agent may have secured during this association with the Broker shall remain the property of the Broker and no compensations shall be due to the Referral Agent. The Broker reserves the right to use, and the Referral Agent irrevocably consents to the Brokers using any information, files, date or photographs of or relation to the Referral Agent's relationship with the Brokers notwithstanding the termination of the Referral Agent with the Broker. Referral Agent acknowledges that this paragraph constitutes a Termination Agreement within the meaning of N.J.A.C. 11:5-1.10 (Rule 10) of the New Jersey Real Estate Commission.

Confidentiality. The Referral Agent shall not, after termination of this Agreement, use to the advantage or to the advantage of any other person or corporation, any information gained for or from the files or business of the Broker.

Modification. It is mutually agreed that any future changes to this agreement will not be binding unless the changes are contained in writing and signed by the Referral Agent and Broker.

In Witness Whereof, the parties have hereunto set their hands and seal the date aforesaid.

Broker of Record, Ronald A Darby

Referral Agent

JRC Referral Membership Fees 2020-2021

Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020
\$180.00	\$172.50	\$165.00	\$157.50	\$150.00	\$142.50	\$135.00	\$127.50	\$120.00	\$112.50	\$105.00	\$97.50
Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
\$97.50	\$90.00	\$82.50	\$75.00	\$67.50	\$60.00	\$52.50	\$45.00	\$37.50	\$30.00	\$22.50	\$15.00

Membership fees are for a 2 year period, due upfront at time of contract signing.

If joining after January 2020, rates are prorated, based on table above. Fees are due the 1st of the following month if joining mid-month.

Application will not be processed until payment is received. **Please make checks payable to: "JRC Referral LLC"**

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

or

Employer identification number									
					-				

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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 on page 3.

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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

NJREC CONTINUING EDUCATION (CE) CREDIT HOURS REQUIRED TO CHANGE LICENSE TYPE FROM REFERRAL AGENT (RA) TO OTHER NJ LICENSE TYPES: BROKER (BR), BROKER-SALESPERSON (BR-SP), SALESPERSON (SP)

THE REFERRAL AGENT LICENSE TYPE BECAME EFFECTIVE AS OF JULY 01, 2011

<i>A licensed referral agent who <u>“was not previously licensed”</u> as a broker, broker-salesperson or salesperson and who has been licensed as a referral agent:</i>		
11:5-3.15(a)	Less than 1 year	Shall be eligible for licensure as a <u>salesperson</u> without being required to complete any CE.
11:5-3.15(b)	Between 1 year and 6 years	Immediately preceding making application for a change of status to that of a licensed <u>salesperson</u> shall, in order to qualify for licensure as a salesperson <u>complete 24 hours of CE</u> , all of which shall be in core topics as set forth in N.J.A.C. 11:5-12.4. <u>The 24 hours of CE shall be completed within the 2 years immediately preceding application for licensure as a salesperson.</u>
11:5-3.15(c)	More than 6 immediately preceding years	Shall, in order to qualify for licensure as a <u>salesperson</u> , be required to <u>complete the pre-licensure education requirement applicable to salespersons and to pass the (NJ) State license examinations for salespersons. (NO CE REQUIRED)</u>

<i>A licensed referral agent who <u>“was previously licensed”</u> as a broker, broker-salesperson or salesperson who has been licensed as a referral agent for the 6 immediately preceding years or any lesser period shall, in order to qualify for reissuance of a broker, broker-salesperson or salesperson or salesperson license, complete the hours of continuing education as set forth in N.J.A.C. 11:5-12.4 below:</i>		
11:5-3.15(d) 1.	Less than 3 years	To qualify for re-licensure as a <u>salesperson</u> , a person who has been licensed as a referral agent shall <u>complete 12 HOURS of CE all of which shall be in core topics within the 2 years immediately preceding application.</u>
11:5-3.15(d) 2.	More than 3 years, but less than 6 years	To qualify for re-licensure as a <u>salesperson</u> , a person who has been licensed as a referral agent shall <u>complete 18 HOURS of continuing education within 2 years immediately preceding application, all of which shall be in core topics.</u>
11:5-3.15(d) 3.	Less than 3 years	To qualify for re-licensure as a <u>broker, or broker-salesperson</u> , a person who has been licensed as a referral agent shall <u>complete 18 HOURS of CE all of which shall be in core topics within the 2 years immediately preceding application.</u>
11:5-3.15(d) 4.	3 years or more, but less than 6 years	To qualify for re-licensure as a <u>broker, or broker-salesperson</u> , a person who has been licensed as a referral agent shall <u>complete 24 HOURS of CE within the 2 years immediately preceding application, all of which shall be in core topics.</u>
11:5-3.15(e)	More than 6 immediately preceding years	A licensed referral agent who was previously licensed as a <u>broker, broker-salesperson or salesperson</u> who has been licensed as a referral agent, in order to qualify for a re-licensure as a broker, broker-salesperson or salesperson, <u>complete 30 HOURS of CE, 24 HOURS of which shall be in core topics AND shall pass the broker’s, or salesperson’s license examination, as applicable.</u>