

RE|known Realty

Independent Contractor Agreement (ICA) & Professional Standards

AGENT INFORMATION

Effective Date:

Agent Name:

Agent License Number & State:

Agent Email:

Agent Phone:

Brokerage:

RE|known, LLC

"The Smarter Real Estate Brokerage" and "Unlock Freedom"

SECTION 1 — RELATIONSHIP OF THE PARTIES

1. Independent Contractor Status

The Agent is engaged as an independent contractor and not an employee. Agent is responsible for all taxes, insurance, and business expenses. This agreement does not create an employer–employee relationship.

2. Licensure Requirements

Agent must maintain an active real estate license in each state where they conduct real estate activity and must meet all CE, post-licensing, and renewal obligations.

3. Non-REALTOR® Brokerage

RE|known is not a member of the National Association of REALTORS®, state REALTOR® associations, or local boards. Agents are not permitted to represent themselves as REALTORS®

SECTION 2 — COMPENSATION STRUCTURE

1. Annual Agent Fees (Non-Refundable)

Referral Agent: \$295 annually

Flex Agent: \$595 annually

Annual Fee Includes for All Agents

- Errors & Omissions (E&O) Insurance
- Required broker supervision under state law
- Compliance oversight
- Access to RE|known support resources and agent portal

SECTION 3 — REFERRAL AGENT COMPENSATION

Referral Agents may only engage in referral-based real estate activities allowed under state law.

Referral Agent Annual Fee Includes

- Access to transaction management system (referral tracking only)
- Direct deposit processing for referral income
- E&O insurance coverage

Referral Commission Payments

Agent receives 100% of referral commission, minus \$150 referral transaction fee per closed referral

Referral Agent Limitations

- May NOT list, show, sell, or represent clients
- No MLS access
- No CRM, website, or digital signatures
- All referral agreements must be submitted through brokerage
- All referral income must be processed through the brokerage

SECTION 4 — FLEX AGENT COMPENSATION

Flex Agents may list, market, show property, and represent clients

Flex Agents receive access to:

- Website, CRM, digital signatures, transaction management, and support resources
- Brokerage forms, contracts, and disclosures
- E&O insurance coverage

Tiered Flex Agent Transaction Fee Schedule

Sales Price	Transaction Fee
Under \$100,000	\$150
\$100,001–\$350,000	\$300

\$350,001–\$550,000	\$500
\$550,001–\$750,000	\$700
Over \$750,000	\$1,000

Flex Agent Compensation Terms

- Agent retains 100% commission after transaction fee
- No monthly fees
- No commission splits
- No franchise fees
- National MLS membership optional and paid by agent
- All commissions must be paid to brokerage first

SECTION 5 — PAYMENT OF COMMISSIONS

- All compensation must be paid to the brokerage first and will be disbursed to the Agent within two (2) business days.
- Agent may not accept compensation directly from clients, vendors, referral partners, or cooperating brokers.
- All bonuses, incentives, and referral fees must be disclosed and processed through the brokerage.
- Agents may not identify themselves as REALTORS®

SECTION 6 — AGENT RESPONSIBILITIES

1. Compliance with Law

Agent must follow all real estate statutes, advertising laws, fair housing rules, agency laws, and disclosure requirements.

2. Use of Brokerage Systems

Agent must use brokerage-approved forms and transaction management platform designated by RE|known.

3. Document Upload Requirements

All executed documents must be uploaded within 48 hours for compliance review.

4. Marketing & Advertising

All advertising must include “RE|known Realty” and comply with state law.

Agents may not advertise as REALTORS®

5. Client Funds & Earnest Money

Agents may not handle client funds directly.

Earnest money must be delivered to the closing attorney or settlement agent according to state guidelines.

SECTION 7 — BROKERAGE RESPONSIBILITIES

The Brokerage agrees to:

- Provide required broker supervision
- Maintain compliance and transaction systems
- Provide access to website, CRM, digital signatures, transaction management, and support resources
- Maintain necessary forms and disclosures

- Provide training and support
- Not impose quotas, floor duty, or mandatory meetings

SECTION 8 — PROFESSIONAL STANDARDS

1. Integrity & Transparency

Agents must communicate honestly and avoid misrepresentation.

2. Client-First Responsibility

Agents must prioritize client interests and maintain confidentiality.

3. Fair Housing & Equal Service

Agents must comply with fair housing laws.

4. Conflicts of Interest

Agents must disclose any personal interest, familial relationships, or vendor compensation.

5. Professional Conduct

Agents must maintain professionalism with clients, cooperating agents, vendors, and staff.

SECTION 9 — TERMINATION

- This ICA may be terminated at any time with written notice.
- Annual fees are non-refundable.
- Any pending transaction or listing transferred—with broker approval—to another real estate firm will still require payment of the applicable RE|known transaction fee, due at closing.
- Agent must remove RE|known branding and return marketing materials within 48 hours.

SECTION 10 — CONFIDENTIALITY

Agent agrees to keep all brokerage documents, client information, policies, systems, and training materials confidential.

SECTION 11 — DISPUTE RESOLUTION

Disputes shall first be submitted to mediation before litigation.

Venue shall be the state in which the brokerage's primary office is located.

SECTION 12 — SIGNATURES

AGENT SIGNATURE:

Date:

BROKER SIGNATURE:

Date:
