



Agent Agreement

between Rubiola Realty and Agent listed below

AGENT-BROKER RELATIONSHIP The relationship between the sponsoring broker of Rubiola Realty and the Agent is agreed to be a contractual worker agreement. It is agreed that there is no Employer/Employee relationship. Rubiola Realty will give to each agent at the end of each year an IRS form 1099. It is the responsibility of the agent to pay his or her own taxes.

AGENT COMMISSION- 1 TO 4 FAMILY, TOWNHOMES, CONDOS Agents transaction fee will be \$499 per side of the transaction for Residential 1 to 4 Family Homes, Townhomes or Condos. If there is no Brokerage Agency, New Home Builder, or attorney assigned on the other side of the receipted contract, the contract will be considered an Intermediary Transaction, and the agent would pay \$499 x 2 for a total of \$998. Agents must first get approval from the broker to do an Intermediary Transaction. If the agent receives a commission of \$25,000 or greater on a 1 to 4 Family, the agent will pay an additional 1% of the commission amount for an amount of \$250. This is for the larger amount of E&O fees.

COMMERCIAL SALES, BUSINESS SALES & LEASES The transaction fee will be 90% to the agent and 10% to Rubiola Realty with a minimum of \$499.

FARM, RANCH & LAND SALES The transaction fee will be 90% to the agent and 10% to Rubiola Realty with a minimum of \$499.

RESIDENTIAL LEASE & APARTMENT LOCATING The transaction fee will be 90% to the agent and 10% to Rubiola Realty.

PROPERTY MANAGEMENT No agent will perform property management unless given specific written permission to do so by the broker. Once approved, the agent must have each property approved by the broker. The agent must have each property's insurance approved by the broker. An agent must take the property management course. Property management fees are 90% to the agent and 10% to Rubiola Realty.

MEMBERSHIP FEES TO AGENT The only recurring yearly fee all agents will pay to Rubiola Realty is a \$250 membership that covers the broker's cost of E&O Liability. This fee will be collected by November 1st. If the fee is not paid by November 31st there will be a \$25 late fee charged to the agent. Agents may pay by credit card with an additional 3% fee.

AGENT COSTS Business cards, signage, lock boxes, Board and MLS fees are the responsibility of the agent.

AGENT RESPONSIBILITIES Agent will keep their records for a minimum of 4 years-TREC rule. This includes all documents for any real estate transaction you, the agent, are involved in when working with a buyer or seller.

BEFORE OR JUST AFTER CLOSING You must send a copy of your Disbursement Authorization given to you and a copy of the settlement statement that shows the amount of commission paid to Rubiola Realty. Please send to jessica@rubiola.com

AGENT'S FIDUCIARY DUTY TO CLIENTS All agents need to understand their Fiduciary Duty to their clients. Each agent will put the desires and interests of the client far above their own. These are TREC rules. Do not violate them.

AGENT-TO-AGENT RELATIONSHIPS Remember your job is your fiduciary duty to your client. Sometimes agents get frustrated with other agents- most have experienced this. Emotions can harm your client. The proper action to take is to start using email as communication and CC me, your broker. Do not ever post on websites, social media or call the other agencies client. This can bring TREC complaints and won't be tolerated.

NET LISTINGS Agents will not take Net Listings unless approved in writing by the broker.

AGENTS WHO BUY PROPERTIES TO RESELL FOR PROFIT Agents who are buying properties from home sellers that are not represented by an agency will first talk to the broker. Agents can buy homes listed with another agency, HUD or Foreclosed homes at any time. This rule is to ensure the proper disclosures are given to the non-represented seller. An agent will not buy homes from sellers and turn around and resell for profit unless there is substantial rehab done and disclosures are given to the seller.

COMMISSION CAP Rubiola Realty has a commission cap of \$11,000. Commission cap applies to Residential Sales Transactions. Commissions from Commercial, Leases, Farm & Ranch, etc. do not apply towards the \$11,000 commission cap.

When you sign this document below, you agree to follow these rules. You also agree that you will not violate any of the Texas Real Estate License Act, TREC or Board rules.

Have you had any complaints at any time whereby your actions were reported to TREC?

YES **NO**

If yes, please explain in detail on another sheet and attach. What was the outcome of the complaint?

Agent Signature

Date



LISTING TRANSFER FORM

To transfer listing(s): Complete this form and email it to support@sabor.com

FROM: Designated REALTOR® or firm
Transfer listing(s) from:

Releasing Office Name: _____ MLS Office Code: _____

Releasing Agent Name: _____ Agent License #: _____

I agree to release the following listing(s):

Table with 3 columns: MLS#, ADDRESS, STATUS (Active, Pending, etc.). Rows 1-8.

Releasing Broker Signature/Authorized Signature _____ Date: _____

Transfer Listing(s) to:

New Office Name: _____ MLS Office Code: _____

Agent Name: _____ Agent License #: _____

Office Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Agent Phone: _____

I agree to accept the above listing(s).

Receiving Broker Signature/Authorized Signature: _____ Date: _____



Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	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. Also see *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.

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, later.

Credit Card Authorization Form

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____
Card Number: _____
Expiration Date (mm/yy): _____ CVV/CVS Code _____
Billing Address: _____ _____

I, _____, authorize Rubiola Realty and/or Rubiola Mortgage to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account. I understand that this is non refundable.

Customer Signature

Date



NEW BUSINESS CARD INFO

Please provide current & correct information to be put onto business cards.

Email this back to jessica@rubiola.com

Only worry about the RED sections

NAME: _____

DESIGNATIONS/TITLE: _____

ADDRESS: 1600 NE Loop 410 Suite 222 San Antonio, Tx 78209

CELL: _____

EMAIL: _____

PHOTO: Y or N

Realtor LICENSE #: Y or N _____

METAL SIGNS

Name: _____

Cell: _____