



### BROKER'S INFORMATION SHEET

Date of Application: \_\_\_\_\_

Date of Training/Orientation: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Individual Broker

\_\_\_\_\_ Broker Company

Endorse by (indicate name of BRS): Liezel L. Castro

Profile		
Last Name:	First Name:	Middle Name:
Present Address:		
Mobile number:	Landline number:	Email Address:
Date of Birth:	Place of Birth:	Fax number:
Civil Status:	Citizenship:	PRC License number:
Gender:	Age:	TIN:
BROKERAGE/REALTY COMPANY		
Brokerage/Realty Name:		
Business Address:		
Office number:	Email Address:	Company TIN:
Fax number:		
UNDERTAKING		
<p>I hereby affirm that the statements made by me in this form are true and correct. It is understood that, should this form contain any wilful misrepresentation or omission, reasonable proof of this fact will be sufficient justification for the termination of my accreditation.</p>		

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

Date: \_\_\_\_\_

 REB/Broker Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**LETTER OF APPOINTMENT**

We are pleased to appoint \_\_\_\_\_ for METRO MANILA BROKERS DIVISION VI who will engage in the sale of all real estate inventories of Federal Land. As Lead Broker for this division you shall course your activities thru our Broker Relations Specialist, Liezel L. Castro.

**Term of Appointment.** The affectivity of your appointment shall be for a fixed period of one year from, \_\_\_\_\_ unless renewed pursuant to the provision hereunder or otherwise pre-terminated.

**Objectives.** a) To course all communications and coordinate directly to the Broker Operations Head and/or Broker Relations Specialist; b) To comply with all requirements of the company relative to the operations of the brokers division.

**Commission:** The commission structure shall be as follows:

LEVEL	COMMISSION RATE and PROJECT COVERAGE		
	Metro Manila Projects	FSE, Cavite	MPR, Cebu
PRC License Real Estate Broker (Individual Broker/ Broker Company)	4% + VAT	7% + VAT	5% + VAT

\* **For sales in Metro Manila projects**, a 1% (plus VAT) commission bonus shall be released after every calendar quarter where the broker is able to bring in 15 Million in booked (10% DP) and fully documented sales – effectively increasing the commission rate to 5% for the quarter alone; the commission rate reverts back to the basic 4% at the start of the next calendar quarter (calendar quarters are as follows: January to March, April to June, July to September, October to December).

**Incentives:** All brokers who will be able to book sales will be entitled to the incentives accorded to the incentive program formulated for the Broker Operations Division.

**Sales Operations:** As an **INDIVIDUAL** (a) you are responsible for 5 units or 15M per calendar quarter (b) recruit and train sales agents (c) attend general assemblies, GOH, etc.

- (d) Accredited real estate brokers are not allowed to sell to any organization within the Metrobank group of companies
- (e) In resolving sales conflicts, brokers will undergo company mediation and Federal Land’s arbitration rules and procedures shall apply (f) sales materials such as pricelist, brochures, flyers, sales kits, etc. will be provided as part of your collateral allocations (quantity will be based on sales production) (g) accredited real estate brokers will also get basic training support.

We wish you all the best and happy selling!

JENNIFER L. ROSALES  
 Head-Broker Operations

\_\_\_\_\_  
 Arlene B. Lazarte  
 Division Head

Conforme:

\_\_\_\_\_  
 Liezel L. Castro  
 Broker Relations Specialist

\_\_\_\_\_  
 BROKER’S NAME & SIGNATURE/ DATE