

GEORGIA ADDENDUM TO THE REAL BROKER, LLC INDEPENDENT CONTRACTOR AGREEMENT

Real Brokerage Technologies Inc./DBA Real Ohio, a California corporate entity of Real Broker LLC (**Company**), makes this addendum a part of the Independent Contractor's Agreement for agents affiliating with it in the State of Georgia (**Agent**). This addendum supersedes all previous Georgia addendums. While every effort is made to keep the contents of this document current, the Company reserves the right to modify, suspend, or discontinue any of the terms, policies, procedures and/or benefits described in this addendum with proper notice.

Advertising and Marketing:

All Agents will adhere to the Georgia Real Estate Commission Rule 520-1-.09 of Advertising. All advertisements must be reviewed and approved by the Broker.

When advertising and marketing Agents will follow the below requirements set by Georgia Real Estate Commission:

- Company's name must be included in the advertisement, the name of the Company as registered with the Commission and a telephone number for the Company, except when complying with lawful restrictions (such as covenants or local governmental ordinances) that forbid the use of the Company's name on a particular type of sign.
- The name of the Company advertising the real estate for sale, rent, or exchange shall appear in equal or greater size, prominence, and frequency than the name or names of any affiliated licensees or groups of licensees.
- The Company's telephone number shall appear in equal or greater size, prominence, and frequency than the telephone number of any affiliated licensee or groups of licensees, and it must be a number at which the public can reach a broker or a manager of the Company without going through the affiliated licensee(s) listed in the advertisement.
- Whether contained in a logo or standing alone, the name of the firm must be in equal or greater size, prominence, and frequency than the name of any affiliated licensee or group of licensees; and
- A block advertisement in any print media that advertises various listings of Company and includes the name of the listing agent next to each listing shall be in compliance with this rule if the name of the Company appears only once at the top of the advertisement in equal or greater prominence and print size than any of the listing agent's names. The Company's name may be located in other positions in such block advertisements if the Company name appears clearly larger and more prominently than the name of any other licensee in the advertisement.

Licensees Advertising as Principals. A licensee shall not advertise to sell, buy, exchange, rent, or lease real estate in a manner indicating that the offer to sell, buy, exchange, rent, or lease such real estate is being made by a private party not licensed by the Commission.

Agents are prohibited from advertising under the licensee's individual name to buy any real estate or offer for sale, rent, or lease any real estate. All advertising by Agents must be under the

direct supervision of the Broker and in the name of the Company. However, when a licensee wishes to advertise real estate owned by the licensee and which is not under a brokerage engagement, the licensee may do so provided:

- the Broker has been notified in writing of the specific real estate to be advertised.
- the Broker gives written consent to advertising the specific real estate and approves the advertisement itself.

Handling of Earnest Money:

All Agents will adhere to the state policy that all monies received by an Agent acting in his or her fiduciary capacity shall be immediately turned over to an Escrow Agent (Attorney, Title Company or Co-Op Agent's Firm if applicable). When handling funds a chain of custody is required, Agent will complete the Georgia Association of Realtors (GAR) Form F510/511 or F513. To reduce liability the Agent can set-up Escrow with the Attorney's office, Title Company or Co-Op Agent's Firms and have the client/customer arrange to drop off the funds. Real Broker, LLC does not have an Escrow Account in the State of Georgia therefore Real Broker, LLC shall not be placed on any contracts as an Escrow Agent of EMD (Rule 520-1-.08).

Agency Disclosure Policy:

All Agents are required to give a copy, review, and discuss Agency with potential clients/customers. Brokerage Relationships in Real Estate Transactions Act (BRRETA) is designed to help clarify agency relationship between the Brokerage and the consumer. Agents must have a Brokerage Engagement Agreement for each client/customer they assist under the Brokerage, this also falls under the guidelines of an Agent working with an individual as a customer. All Agents will comply with Georgia Real Estate Commission Rule 10-6A-4. Agents working in a Dual Agency (10-6A-3 (10)) situation must be disclosed to both parties and have a written agreement signed by all parties in the transaction.

Unlicensed Assistance:

Real Broker, LLC Agents using support personnel will adhere to Georgia Real Estate Commission Rule 520-1-06. Support personnel may not perform any real estate brokerage activities of a real estate licensee when engaged as unlicensed support personnel and may perform only ministerial duties, those that do not require discretion or the exercise of the support personnel's own judgment.

Unlicensed Support Staff may perform:

1. answer the telephone and forward calls and emails to a licensee;
2. submit data on listings to a multiple listing service;
3. check on the status of loan commitments after a contract has been negotiated;

4. assemble documents for closings;
5. secure documents that are public information from a courthouse and other sources available to the public;
6. have keys made for firm listings and install or remove lock boxes from firm listings;
7. write advertisements and promotional materials for the approval of the firm and any affiliated licensee;
8. place advertisements in the media as defined in Rule 520-1-.09(1)(b) and as directed by the firm;
9. record, and deposit earnest money, security deposits, and rents;
10. type contract forms as directed by the firm or affiliated licensee of the firm;
11. monitor personnel files and license reports from the Commission;
12. compute commission checks;
13. place signs on real estate and remove such signs;
14. order items of routine repair as directed by the firm or affiliated licensee;
15. act as courier for such purposes as delivering documents or obtaining documents and keys;
16. schedule appointments with an owner or an owner's agent in order for a licensee to show listed real estate;
17. arrange dates and times for inspections;

18. arrange dates and times for a mortgage application, a pre-closing walk through, or a closing;
19. schedule an open house;
20. accompany a licensee to an open house or a showing only for security purposes; or
21. perform physical maintenance on real estate.

Support personnel shall not perform:

1. make cold calls by telephone, in person, or through any media as defined in Rule 520-1-.09(1)(b) or otherwise contact the public for the purpose of securing prospects for listings, leasing, sales, exchanges, or property management of real estate;
2. host open houses, kiosks, home show booths, or fairs;
3. prepare promotional materials or advertisements without the review and approval of an affiliated licensee and firm;
4. show real estate;
5. answer any questions on title, financing, or closings (other than the time and place);
6. answer any questions regarding a listing except for information on price and amenities expressly authorized in writing by the licensee;
7. discuss or explain a contract, listing, lease, agreement, or other real estate document with anyone outside the firm;
8. negotiate or agree to any commission, commission split, management fee, or referral fee on behalf of a licensee;
9. discuss the attributes or amenities of real estate, under any circumstances, with a prospective purchaser or lessee;

10. discuss with the owner of real estate, the terms and conditions of the real estate offered for sale or lease;
11. collect or hold deposit monies, rent, other monies or anything of value received from the owner of real estate or from a prospective purchaser or lessee; or
12. provide owners of real estate or prospective purchasers or lessees with any advice, recommendations or suggestions as to the sale, purchase, exchange, or leasing of real estate that is listed, to be listed, or currently available for sale or lease.

Unlicensed support personnel or inactive licensed support personnel shall not hold themselves out in any manner, orally or in writing, as being actively licensed or affiliated with a particular firm or real estate broker as a licensee.

Team and Group Requirements:

Real Broker, LLC along with the Georgia Real Estate Commission allows a Team/ Group concept. Each Team Leader shall maintain an accurate list of the names, license numbers, and contact information for each licensee on the team, and shall regularly provide the list to the broker of the Company whenever a licensee joins or leaves the team. Teams/Groups are able to advertise with the Team/Group name under advertising rule 520-1-.09. It shall be the team leader's responsibility to submit all team advertising to the broker of the Company where the team members are affiliated. The broker shall timely review all advertising by teams to assure compliance with the advertising rules of Chapter 520-1-.09. A team name may not include the following words or phrases, or variations thereof: Associate, Associate Broker, Brokerage, Broker, Company, Corporation, Corp., Incorporated, Inc., LLC, LLP, and/or LP. All Teams/Group will need to be approved and meet requirements set by Real Broker, LLC corporate office.

Branch Offices:

All Branch locations must have a Broker and separate Firm License number for each location per Georgia Real Estate Commission. Real Broker, LLC does not allow a Trust Account at any Branch location. Branch locations can advertise and conduct marketing from the Branch Location address on file with the Commission.

Registration of Business Name, Using Assume or Sur Names:

Real Broker, LLC requires all Agents per Georgia Real Estate Commission Rule 520-1-07 to conduct business only under that name in which the Agent license and Firm License is registered

with the Commission. Georgia Real Estate Commission does not allow Agents to use Assumed, DBA or Sur-Names. Agents can only use the name registered on their pocket card with the Georgia Real Estate Commission.

Reporting Convictions or Indictments:

Real Broker, LLC requires every licensee to adhere to Georgia Real Estate Commission rules by notifying the Commission in writing of the final disposition of any administrative, civil, or criminal action filed in any court of competent jurisdiction or any administrative agency whenever that final disposition involves the subject matter of the offenses cited in O.C.G.A. Sections 16-13-111, 43-40-15, or 43-40-25. Such notice of any administrative or civil action shall be given to the Commission within ten (10) days of the conclusion of the court or administrative proceedings and shall include a copy of any final order entered by the court or agency. Such notice of any criminal action shall be given to the Commission within ten days of any conviction and shall include a copy of the indictment, accusation, and the conviction.

Post License and License Renewal:

Real Broker, LLC requires all new Agents to complete all post license requirements within 3 months of signing the ICA. The licenses must provide the Broker proof of completion and failure to do so may violate this ICA agreement. All Agents are required to complete all requirements for renewal, which includes 36 hours of continuing education along with 3 hours of license law. All real estate licenses issued by the Commission under G.S. 43-40-8. If an Agent fails to complete renewal requirements and license lapses, Agent must cease all real estate activities. License renewal is due during the month of the Agent's birthday in the designated year as shown on the Agent's pocket card. The Commission will mail a renewal reminder notice to the Agent and Broker within a month or two of the date that your renewal is due. However, it is the Agent's sole responsibility to keep their license current by completing continuing education and paying renewal fees on time, even if the Agent does not receive the reminder form of renewal in the mail or from the Broker. See Rules 520-1-.04 (1) (a) (2) & 520-1-.05 (3).

Record Retention:

Real Broker, LLC requires Agents to adhere to the records maintenance policy set forth by the Georgia Real Estate Commission. The Broker is required to maintain records with the assistance of the Agent for 3 (three) years.

The documents for each transaction that must be maintained by the Broker and uploaded by the Agent in the transaction management system include but are not limited to the following:

- Closed sales transactions, settlement statements
- Offers, contracts
- Trust account records to include all documentation regarding trust funds, such as all deposit slips,

- Reconciliation statements and disbursements for any trust funds (whether the transaction closed or not)
- Leases, Rental Agreements
- Listing Agreements, Management Agreements
- Buyer Agency Agreements
- Dual Agency consents
- Bank records, accounting records
- Advertising
- Independent Contractor Agreements
- Office Policies and Procedures
- Documentation for transactions pending beyond 3 years
- Communications between the Broker and the licensees
- Records of training provided by the Broker

State Meetings:

Will be held the 2nd Monday of every month at 11am via Zoom, Link will be provided via Workplace.

Contact Information:

Contact Number: (678) 634-2169

Email: GABroker@therealbrokerage.com

State License #: GA-386680

Broker Firm Number: H-66836 REAL BROKER, LLC