

Oregon Addendum To The Real Broker, LLC Independent Contractor Agreement

Real Broker, LLC (Company) makes this addendum a part of the Independent Contractor's Agreement to set forth state specific policies and procedures for an agent affiliating with the Company in the State of Oregon (Agent or Licensee). This addendum supersedes all previous Oregon addendums. 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.

MEETINGS:

[REAL Connect](#): 30-minute, all-hands gathering to hear updates from our leadership team plus Q&A **Every Wednesday at 10 a.m. PST via Workplace.**

[OREGON Connect](#): **First Tuesday of every month at 9 a.m. PST via Google Meets**

HELPFUL LINKS:

[Oregon Realtors](#)

[Oregon Real Estate Agency](#)

[Oregon Secretary of State](#)

[Oregon Administrative Rules](#)

[Oregon Revised Statutes \(ORS\) Chapter 696](#)

[National Association of Realtors](#)

BOARD AFFILIATIONS:

[PMAR](#) - Portland Metropolitan Association of Realtors

[RVAR](#) - Rogue Valley Association of Realtors

MLS AFFILIATIONS:

[RMLS](#) - Statewide, Portland Metro and Vancouver

[SOMLS](#) - Rogue Valley

ALTERNATIVE NAME REGISTRATION (OAR 863-014)

- (1) "Alternative name" means a name a licensee is known by that is not the licensee's licensed name.
- (2) A registered alternative name shall contain at a minimum one first name and one last name or surname.
- (3) A licensee may apply to register an alternative name for the purposes of advertising under OAR 863-015-0125 by submitting to the Agency: (a) An online alternative name registration application available through the Agency's website; and (b) Documentation showing that the licensee is commonly known by the alternative name.
- (4) The Agency may refuse to register an alternative name for a licensee if the alternative name: (a) Is misleading or would constitute false advertising; (b) Constitutes an unlawful use of a trade name; or (c) Is deceptively similar to a name under which any other individual is lawfully conducting professional real estate activity.
- (5) A licensee may only have one active alternative name registered with the Agency at a time.

LICENSE RENEWAL:

Licensees are required to hold and maintain a valid Real Estate Broker license or Principal Broker license in good standing for as long as Licensee is under independent contractor agreement with Real Broker LLC. If there is any change in your license status such as expiration, revocation or suspension, you may not engage in any real estate activity on behalf of Real Broker LLC. It is the Licensee's sole responsibility to comply with all applicable laws and education requirements of Licensee's state of licensure real estate commission. You must stay up to date on your continuing education classes in order to be eligible for license renewal according to the Oregon Real Estate Agency's guidelines for renewal available [HERE](#)

Renewing Active for the First Time

Take the 27-hour Advanced Practices course required for your license.

Take the 3-hour Law and Rule Required Course.

Enter course information into eLicense.

Keep certificates of attendance for 3 years.

Renewing After First Active Renewal

Take 27 hours of continuing education from certified providers.

Take the 3-hour Law and Rule Required Course.

Enter course information into eLicense.

Keep certificates of attendance for 3 years.

Reactivating After Inactive First Renewal

Take the 27-hour Advanced Practices course required for your license.

Take the 3-hour Law and Rule Required Course.

Enter course information into eLicense.

Keep certificates of attendance for 3 years.

COMMISSION PAYMENTS:

Paid directly to broker at close of escrow via split check CDA

GETTING PAID: Follow these steps to remain in compliance and get paid on time

1. [Skyslope](#) is used for transaction management. If you are new to Skyslope, please watch [THIS](#) training video to learn how to navigate the system.
2. CONTACTS tab of Skyslope: Enter all applicable information for buyer, seller, lender, escrow, etc.
3. COMMISSION tab of Skyslope: Copy/update following information and post as comment to ADDITIONAL COMMISSION INFORMATION section:

Split check payment WIRED to Real Broker per CDA instructions below

Split check payment WIRED/MAILED to Your Name at Account Information or Address

TC fee WIRED/MAILED to Transaction Coordinator Name at Account Information or Address

****Please provide a copy of the final closing statement and ALL checks that are disbursed via email to your e-mail address and Transactions@JoinReal.com**

- a. If a transaction coordinator is used, enter name and fee in TC FEE/ADMIN section.
4. Upload all required and completed documents into Skyslope checklist within 3 days of execution and assign to appropriate checklist items.
 5. In the event of a closing date change, be sure to update Skyslope.
 6. Send commission demand or Skyslope transaction summary (available in top right dropdown) to escrow.
 7. You will receive an email from Support with Approved CDA. If you do not receive at least 2 business days prior to closing, message Designated Broker with property address to be escalated.
 8. Once transaction is closed, be sure to upload final settlement statement into the checklist

REJECTED OFFERS:

Send to real_oregon@skyslope.com. Helpful tip: Create a contact in your email account called "Rejected Offers".

PERSONAL ASSISTANTS:

Licensed assistants must be registered as agents with Real, and are held to the same professional and ethical standards as lead and team agents.

UNLICENSED ASSISTANT GUIDELINES (Per OREA Estate News Journal)

Some assistants are not real estate licensees (broker or principal broker). Because they are not licensees, they may not engage in professional real estate activity. An unlicensed assistant may not ask for or receive a share of an employing licensee's commissions. An employing licensee may not make an unlicensed assistant's pay conditional on the closing of a transaction by the licensee. An unlicensed assistant may engage in the following activities, which are not considered professional real estate activity:

- Answer the phone, take messages, and forward calls.
- Collect demographic information.
- Provide information on a property (limited to the information contained on prior advertisements).
- Follow up on the completion of contingency requirements in transactions, including arranging for repairs.
- Check on the progress of required financing in transactions.
- Check with the escrow company to track the status of a file.
- Schedule or confirm appointments for: ° Licensees to list or show a property. ° A buyer with a loan officer. ° A property inspector to inspect a home.
- An appraiser to appraise a property.
- Prepare advertising copy for review, approval, and use by the licensee (including review and approval by the licensee's principal broker as appropriate).
- Install signs and lock boxes on listed properties.
- Assist a licensee at an open house (can hand out flyers, but cannot discuss the property).
- Type and mail documents involved in transactions. An unlicensed assistant MAY NOT engage in the following activities, which are considered to be professional real estate activity:

- Show real estate to prospective buyers.
- Hold open houses.
- Perform a walk-through inspection.
- Answer questions relating to a transactional document.
- Give instructions to inspectors, appraisers, or maintenance/repair people.
- Engage in negotiations with clients in a transaction.
- Engage in real estate marketing or cold calling people to buy or sell real estate. The above lists outlining permitted and prohibited activities for unlicensed assistants is not complete. The employing licensee is responsible for keeping the unlicensed assistant from engaging in professional real estate activity. Both the employing licensee and the unlicensed assistant could face administrative sanctions if the unlicensed assistant engages in professional real estate activity

MARKETING GUIDELINES

- Licensees are responsible for their own compliance within the requirements of the agency in the state of Oregon. Designated broker reserves the right to conduct audits of licensees print, online and social media advertising to ensure and enforce compliance of state regulations and fair housing practices.
- Custom templates for signage, print and mailings must be approved by the Real Marketing department by sending to Support@JoinReal.com with "Oregon Marketing for Approval" in Subject Line.
- The company name "Real Broker" must be legible and viewable from target (i.e. on For Sale signs, Real Broker should be seen by naked eye from the street).

ORS 696.010 Definitions (23) "Registered business name" means a name registered with the Real Estate Agency under which the individual registering the name engages in professional real estate activity.

OAR 863-015-0125 (4) The registered business name, ("Real Broker") as registered with the Agency, shall be immediately noticeable in all advertising.

MARKETING RESOURCES

[REAL LOGOS & STYLE GUIDE](#)

[863-015 ADVERTISING RULES](#)

TEAM GUIDELINES:

You are required to advertise the registered business that is active with Oregon Real Estate Agency (Real Broker) on all advertising, including signs.

LLC/ASSUMED BUSINESS NAMES FOR TEAMS/GROUPS: If you have created an LLC, you may receive your commission payments from Real under the LLC. The advertising rule does allow a licensee to advertise an additional name along with the RBN (Real Broker), as long as the term “Team” or “Group” is in the name, therefore it is recommended that teams register an ABN (Assumed Business Name) including the words “team” or “group” with the Secretary of State. The real estate agency does not require the registered ABN to be on file.

OAR 863-015-0125 (7) A licensee may use the term "team" or "group" to advertise if:

- (a) The use of the term does not constitute the unlawful use of a trade name and is not deceptively similar to a name under which any other person is lawfully doing business;
- (b) The team or group includes at least one active real estate licensee;
- (c) The licensee members of the team or group are associated with the same principal broker;
- (d) The licensee member uses the licensee’s name as required under section (3) of this rule;
- (e) If any non-licensed individuals are named in the advertising, the advertising shall clearly state which individuals are real estate licensees and which ones are not; and
- (f) The advertising complies with all other applicable provisions of ORS Chapter 696 and its implementing rules.

REPORTING OF INCIDENTS INVOLVING LICENSEES:

Independent contractors, as agents of the Principal Broker must keep the Principal Broker informed of their activities. Independent Contractors shall immediately bring any of the following situations to the Principal Broker’s attention upon occurrence: See also [ORS-863](#)

- Substantive complaint involving a real estate transaction.
- Accident or injury that occurs while conducting professional real estate activity.
- Criminal charge against an Independent Contractor other than a traffic infraction.
- Civil suit, subpoena, or other legal document concerning real estate activity of the Independent Contractor.
- Threat of legal action against the Independent Contractor or Principal Broker on account of the Independent Contractor’s professional real estate activity.
- Acts of discrimination.
- Unresolved dispute with another real estate licensee, in-office or not.
- Any additional situation involving professional real estate activity that could lead to liability on the part of the Broker or anyone associated with the Broker.
- Any violation of sexual harassment.

DESIGNATED BROKER CONTACT: Erin Primrose

Low to medium priority

Preferred; [Workplace Chat](#)

Email: ORBroker@TheRealBrokerage.com

High priority/time sensitive:

Call/Text: 503-740-9768

GENERAL SUPPORT:

For all things marketing, operations, commissions, etc. email support@joinreal.com

Reach out ONLY once per issue, and a support ticket will be created. If you do not hear back within 2 business days or have an urgent matter contact State Broker.

FAQ's & other helpful info at <http://support.joinreal.com>

LICENSING & IDENTIFIERS:

Erin Primrose – Designated Broker License #: 201206336

Real Broker – Oregon License #: 201242994

Real Broker LLC - EIN # 46-4859464

NRDS #: 709054496

RMLS Web Office ID # RBRK01

W9 is in Skyslope under “Working Documents”

OREGON CONTACT INFORMATION:

2175 NW Raleigh St. #110

Portland, OR 97210

MAIN OFFICE LINE: 503-740-9768

ORBroker@TheRealBrokerage.com

REAL CORPORATE CONTACT:

Real Broker LLC

27 W. 24th St Suite 407

New York, NY 10010

Main/Text 413-248-7325

Support@JoinReal.com

**Office space, meeting rooms, and shared workspace available for those looking for an office environment or to host an event via either office available at [Spaces](#).