

SOUTH CAROLINA ADDENDUM TO THE REAL BROKER, LLC INDEPENDENT CONTRACTOR AGREEMENT

Real Broker, LLC (**Company**), makes this state addendum a part of the Independent Contractor's Agreement for agents affiliating with it in the State of South Carolina (**Agent**). This addendum supersedes all previous South Carolina 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.

Termination of Affiliation

Should the Company and Agent terminate this relationship, the Agent will immediately turn in all company property including all transactional files pertaining to listings, offers, or other contracts, any other office files, office policy books, office keys, lock box keys and lock boxes, signs, books, supplies and a copy of all prospect and referral lists generated while employed by the Broker. The Agent will contact the Broker for final out-processing. The Broker's supervisory responsibility shall terminate upon his signing of the release form. Within ten (10) days after the date of release, the non-affiliated Agent shall complete the required administrative measures for change of affiliation, temporary retirement, or placement in "inactive" status accompanied by the proper fee to the South Carolina Real Estate Commission. ***Note: The licensee shall not engage in any real estate transactions nor shall he act under contract with another Company until completion and transmittal to the Commission of the change of affiliation form and fee is remitted.***

Listing/Buyer Agency Agreements and Contracts. The Broker reserves the right to reassign any listing, buyer client or other contract upon termination by or of an Agent. Compensation for offers to purchase or for listings obtained by the Agent prior to termination of this relationship shall be payable on the basis of the commission schedule shown in the current Independent Contractor Agreement.

UNLICENSED PERSONAL ASSISTANTS

Unlicensed assistants shall not perform real estate activities as defined in South Carolina law. An Agent associating with an unlicensed assistant is solely responsible for maintaining this policy. If an unlicensed assistant is found to be performing actions which would be considered real estate activities the Agent who hired that assistant may be subject to separation.

For all types of real estate transactions, including leases and sales, an unlicensed employee/assistant **MAY NOT**:

1. Discuss, negotiate, or explain a contract, listing, buyer agency, lease, agreement, or other real estate document;
2. Vary or deviate from the rental price or other terms and conditions previously established by the owner or licensee when supplying relevant information concerning the rental of property;
3. Approve applications or leases or settle or arrange the terms and conditions of a lease;
4. Indicate to the public that the unlicensed individual is in a position of authority which has the managerial responsibility of the rental property;
5. Conduct or host an open house or manage an on-site sales office;
6. Show real property for sale other than vacant units in multifamily housing;
7. Answer questions regarding company listings, title, financing, and closing issues, except for information that is otherwise publicly available;

Unlicensed Assistants - Continued

8. Be paid solely on the basis of real estate activity including, but not limited to, a percentage of commission or any amount based on the listing or sales compensation or commission;
9. Negotiate or agree to compensation or commission including, but not limited to, commission splits, management fees, or referral fees on behalf of a licensee;
10. Engage in an activity requiring a real estate license as otherwise required by South Carolina law;
11. Prepare promotional materials or ads without the review and approval of licensee and supervising broker;
12. Work as a licensee/secretary in one Company and do real estate related activities with that Company, while licensed with another Company.

An unlicensed employee/assistant **MAY**:

1. Answer the phone and forward calls to a licensee
2. Submit listings and changes to a multiple listing service
3. Follow up on loan commitments after a contract has been negotiated
4. Assemble documents for closing
5. Secure documents (public information) from courthouse, sewer district, water district, etc.
6. Have keys made for company listings
7. Write ads for approval of licensee and supervising broker and place advertising (promotional information, newspaper ads, etc.)
8. Record and deposit earnest money, security deposits, and advance rents
9. Type contract forms for approval by licensee and supervising broker
10. Monitor licenses and personnel files
11. Compute commission checks
12. Place signs on property
13. Order items of routine repair as directed by licensee
14. Prepare flyers and promotional information for approval by licensee and supervising broker
15. Act as a courier service to deliver documents, pick up keys, etc.
16. Place routine telephone calls on late rent payments
17. Schedule appointments for licensee to show listed property
18. Show rental units to prospective tenants
19. Furnish published information
20. Provide applications and lease forms
21. Receive applications and leases for submission to the owner or the licensee for approval

SCR Legal Hotline

The South Carolina Association of REALTORS® provides a Legal Hotline to field questions. If you have a legal question, please speak to the State Broker about the question before calling the hotline. The Legal Hotline can be reached by dialing 1-800-233-6381.

SOUTH CAROLINA DISCLOSURE OF REAL ESTATE BROKERAGE RELATIONSHIPS

At the first practical opportunity all buyers and sellers with whom the licensee has substantive contact must be provided with the South Carolina Disclosure of Real Estate Brokerage Relationships Form as prescribed by the South Carolina Real Estate Commission.