



## Policies

### WHO WE ARE

JRC Referral LLC (referred to herein as “**JRC**”) was formed as an independent referral brokerage to provide easy accessibility for Referral Licensees to refer business within New Jersey, Nationwide, and Internationally. It allows Referral Associates to generate income and maintain their active real estate licenses. JRC is a vehicle that allows holders of New Jersey real estate licenses, who are not functioning as full- or part-time real estate licensees, to reap the benefits of referring real estate opportunities--listings and sales-- without paying the usual costs (MLS fees, Board of REALTOR dues, marketing fees, etc). JRC is independent and not affiliated with any Realtor organization and thus Referral Associates are not required to join local multiple listing services or any Board of Realtors.

JRC Referral Associates will not personally list or sell real estate but can offer all real estate services by referring customers/clients through JRC. Referral Associates, like Sales Associates, are independent contractors and are responsible for paying their own business costs, expenses and applicable taxes.

JRC Referral Associates are not required to live in New Jersey; however, they must retain their New Jersey Real Estate License.

### JOINING JRC REFERRAL LLC - *Who Can Join?*

**Current Sales Associates.** Active Sales Associates, with another Broker, may transfer their license to JRC. Sales Associate would be responsible for license transfer fee to the State Treasurer of NJ.

**New Licensees.** New licensees may join JRC upon successful completion of their NJ Real Estate exam. New licensee would be responsible for applicable fees to State Treasurer of NJ.

**Sales Associates with Inactive Licenses.** Sales Associates who have escrowed their licenses at the Real Estate Commission may re-activate their license into JRC. Associate would be responsible for re-activation fee to State Treasurer of NJ.

**License Status.** The Referral Licensee acknowledges that their license status at the NJ REC is that of REFERRAL AGENT and that if they return to ACTIVE Sales Associate status in the future, they will be responsible for completing the required NJ continuing education credits at that time. Referral Licensee also acknowledges that their license may only stay in REFERRAL status for a total of 3 NJ REC state licensing cycles (a total of 6 years) before they would have to complete the NJ Salesperson licensing course again in order to re-activate (to be monitored by the licensee himself or herself).

**NOTE:** *The NJREC has time limits on re-activation of licenses. Contact JRC REFERRAL LLC immediately to determine current status of your license and re-activation guidelines.*

## How To Join - Each JRC Referral applicant must:

1. Complete a JRC REFERRAL LLC Profile Form.
2. If you are affiliated with another referral company or broker, you must have them terminate you with the State Real Estate Commission.
3. Provide your New Jersey Real Estate license #
4. Fill out W-9 Form.
5. Pay the JRC REFERRAL LLC Affiliation Fee every two years, which may be pro-rated for the first term of membership plus any fees charged by the New Jersey Real Estate Commission to activate or transfer initial license. On the next renewal cycle, licensee will be billed every two years and NJ Real Estate Commission license fee. Note, this fee is separate from license renewal fees.
6. Sign JRC Referral LLC Contractor Agreement.

**Affiliation Fee.** JRC charges an affiliation fee of \$200 per real estate license. This fee is due by December 20th of the year prior so it is effective January 1. JRC will bill all Referral Associates each licensing cycle. The fee for new Referral Associates may be pro-rated less licensing fees.

**NJ Real Estate Commission License Renewal Fees.** JRC will bill Referral Associates the applicable License Renewal Fee which is due to the NJ Real Estate Commission every odd year. Currently, the renewal fee for Referral Associates is \$100.

If the JRC Referral Associate does not renew their JRC affiliation and NJ REC License Fee, JRC will return their license to the NJ Real Estate Commission to be placed in escrow. Refunds will not be given.

### PLACING A REFERRAL

To place a referral, the Referral Associate should contact Cindy Plessel, Finance (cindy@erajustin.com). Referral Associates are free to choose who their referrals go to on a one-by-one basis or form exclusive relationships with any Broker/Sales Associates they choose. All referrals sent by JRC Referral Associates MUST be in writing and signed by JRC Broker prior to contacting any agents or brokers. This is the only way to guarantee you will be paid your referral commission.

### JRC REFERRAL FEE

Our referral fees are very competitive. JRC typically charges 25% referral fee on the referred side of the commission to the Broker. Please do not negotiate referral fees with agents directly. Referral fees can only be negotiated broker to broker. JRC pays its Referral Associates a portion of the referral fee collected at settlement.

### MISCELLANEOUS

**ERA Justin Realty Co.** JRC administrative office is located in the same facility as ERA Justin Realty Co, but there are no services available from ERA Justin Realty to the Referral Associate. The Referral Associate cannot work out of an ERA Justin Realty office, use ERA Justin Realty marketing, including business cards, websites, etc to promote their referral business; or attend ERA Justin Realty training programs. JRC is a separate company.

**Business Cards.** Business cards can be used by JRC Referral Associates. Cards must be approved by management before use. All Referral Associates are encouraged to purchase them to promote their referral business. No other form of advertising can be created by the Referral Associate without prior written approval by JRC.



**To Activate Your Membership with  
JRC REFERRAL LLC  
Please Send the Following Paperwork to:**

**Cindy Plessel  
JRC Referral LLC  
46 Chestnut Street  
Rutherford, NJ 07070**

**PLEASE MAKE SURE YOUR CURRENT BROKER NOTIFIES THE STATE OF YOUR  
TERMINATION SO THAT WE MAY ENROLL YOU IN THE PROGRAM**

**PLEASE INITIAL EACH LINE AND SEND BACK ALL DOCUMENTS LISTED BELOW**

\_\_\_\_\_ Reviewed the Policies Document and Understand the Terms as Presented

\_\_\_\_\_ Completed Membership Profile Sheet

\_\_\_\_\_ Completed the Referral Associate Application

\_\_\_\_\_ Provided Your NJ Real Estate License # \_\_\_\_\_

\_\_\_\_\_ Terminated Your Affiliation With Previous Broker Or Referral Company, If Applicable

\_\_\_\_\_ Signed Referral Contractor Agreement

\_\_\_\_\_ Completed W-9 Form

\_\_\_\_\_ \$ \_\_\_\_\_ Check Payable to "JRC Referral LLC" (for transferring to referral agent). Based on transfer fees from NJ Real Estate Commission.

\_\_\_\_\_ \$ \_\_\_\_\_ Check payable to "JRC Referral LLC" for bi-annual dues

**JRC Referral LLC  
New Agent Member Profile Sheet**

**PLEASE PRINT CLEARLY**

NAME

FIRST

MIDDLE

LAST

MAILING ADDRESS

Phone

Home

Business

Cell

EMAIL

SOCIAL SECURITY #

DATE OF BIRTH

RE LICENSE #

EXPIRATION DATE

PREVIOUS REAL ESTATE BROKER

CURRENT EMPLOYER

JOB TITLE

LOCATION

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APPLICANT SIGNATURE