Referral Fee Form

Instructions:

Upon signing a listing agreement and/or purchase and sale contract, please fill out this referral form. Please submit the signed agreement(s) and signed referral form to support@easysellagent.com, in addition to submitting it to your broker. A W9 is also included in this packet and should be provided to your broker as well.

Upon the closing of the real estate transaction, your broker will collect the full commission due. Your broker will then issue payment directly to us for the referral fee, which is 25% of the total gross commission received by your broker.

Please note that referral payments should be made payable to **Citylight Homes LLC** and mailed to:

CityLight Homes, LLC
246 Andover Street, 3rd Flr
Peabody, MA 01960

If your broker would like to pay via eCheck or DepositLink, please use steved@citylighthomes.com as the payee.

Thank you!

The EasySell Agent Program

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The licensed Brokers agree to a referral and payment, as follows:

I. Source of the Referral – Licensed Broker and Agent

Referring Agent: _____

License Number: _____

Phone/E-mail: _____

Referring Broker: Peter Souhleris

License Number: 423629

Company: Citylight Homes LLC

Address: 246 Andover Street-3rd Floor, Peabody, MA 01960

Phone/E-mail: 978-977-0050/steved@citylighthomes.com

II. Recipient of Referral – Licensed Broker and Agent

Receiving Agent: _____

License Number: _____

Phone/E-mail: _____

Receiving Broker _____

License Number: _____

Company: _____

Address: _____

Phone/E-mail: _____

III. Referral Details

Buyer/Tenant Client Name(s): _____

Buyer/Tenant Client Address: _____

Buyer/Tenant Client Phone/E-mail: _____

[OR]

Property Address: _____

Seller Name(s): _____

Seller Address: _____

Seller Phone/E-mail: _____

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EQUAL HOUSING OPPORTUNITY

IV. Terms of Agreement and Duration

The Referring Broker and Receiving Broker agree that when the Receiving Broker receives a commission or other compensation for services rendered in connection with a real estate transaction involving the referred Buyer Client or referred Property entered into within _____ days of the date of this Agreement, the Referring Broker shall be due and Receiving Broker agrees to pay a referral fee in the amount of [check and complete one]

☐ $_____ (U.S. Dollars) or

☑ 25 % of the compensation received for services rendered as a _____ buyer agent _____ seller agent or

☐ _____ % of the lease commission

that the Receiving Broker receives upon closing the transaction. Payment shall be made no later than _____ business days after Receiving Broker receives payment. TIME IS OF THE ESSENCE.

V. Additional Terms

DATED	DATED
Peter Souhleris	
REFERRING BROKER OR AUTHORIZED REPRESENTATIVE	RECEIVING BROKER OR AUTHORIZED REPRESENTATIVE
REFERRING AGENT	RECEIVING AGENT

This agreement is not valid and enforceable unless signed by the broker or an authorized representative of the broker. A real estate salesperson does not have the authority to bind a broker to pay a referral fee to another broker.

Massachusetts law prohibits a real estate broker from paying compensation for real estate brokerage services to anyone other than another licensed broker and also prohibits a salesperson from paying compensation to another licensee; payments must be made by a licensed broker. A salesperson with an inactive license may be paid a referral fee directly. Federal law prohibits giving or accepting a fee or other thing of value for a referral involving a federally regulated mortgage loan (involving one to four-unit residential properties), unless pursuant to a cooperative brokerage arrangement. For legal advice, consult an attorney.

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Citylight Homes, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

246 Andover Street, 3rd Floor

Requester's name and address (optional)

6 City, state, and ZIP code

Peabody, MA 01960

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	7	–	5	1	0	6	8	0	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ Peter Souhleris | **Date** ▶ 01/01/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*