

BROKER/AGENT CO-OP GUIDELINES

1. In order to receive a full co-op commission pursuant to paragraph 6 below, the Broker/Agent ("Broker") must:
 - A. Accompany and register the prospective Buyer identified below on the prospective Buyer's first visit to the sales information center.
 - B. Be present at the signing of the Purchase Agreement and sign Seller's "Broker's Commission Agreement."
 - C. Assist the prospective Buyer with the loan application process, if applicable.
 - D. Attend the closing.
2. The Broker is protected against a direct sale to the prospective Buyer by Seller at this community for 30 days following the date these guidelines are signed by Seller.
3. After 30 days, the Seller-Broker relationship must be re-established by re-registering in writing at the sales information center with the prospective Buyer present. If Broker fails to re-establish agency and the prospective Buyer returns alone or with another agent, Seller is not liable for a commission to the original Broker.
4. Any dispute arising among Brokers due to these guidelines or due to the prospective Buyer registering with more than one Broker shall be resolved by the Brokers involved. In no event, however, shall Seller pay a total commission or commissions with respect to a sale to the prospective Buyer, greater than the total amount set forth in the following paragraph 6.
5. Seller has a price policy that does not differentiate between sales which occur through the Seller's sales representative and sales which occur through the Broker.
6. In the event of a full co-op, the selling Broker's commission will be (see Sales Representative) as defined in the Purchase Agreement, payable only upon closing.
7. The Seller's sales staff is prepared and trained to:
 - A. Show the prospective Buyer the product, answer all questions and communicate directly with the prospective Buyer as necessary.
 - B. Write the purchase agreement on the Seller's forms, prepare change orders, and discuss and facilitate financial programs and commitments.
8. **Broker will act as a Buyer's Broker Only.**
9. All parties voluntarily signing below hereby acknowledge receipt of a copy of this document.

ACKNOWLEDGED BY:
(Please Print)

Prospective Buyer's Name

Broker/Agent Name

Sales Representative

Broker/Agent Company Name

Sales Office Phone Number

Broker/Agent Company Address

Date

Broker/Agent Office Phone Number

5291 East Yale Avenue, Denver, CO 80222 303.758.0699