



Name (Customer): Please Print Clearly
First Name Last Name

Address: Street Apt/Unit #
City Province Postal Code

Phone: Residence Business Mobile
Fax E-mail

Authorized Alternate Contact: First Name Last Name Relationship

If you are an employee or member of an Envoy corporate or group/association client, you may be eligible for additional benefits. Provide the Additional Benefit Code and the name of your employer or group or speak with an Envoy Coordinator for details.

Additional Benefit Code: Name of Employer, Group or Association

SELECT THE SERVICES REQUIRED BY CHECKING THE APPROPRIATE BOXES.

AGENTPLUS™ RESIDENTIAL REAL ESTATE SERVICES:

SELLING: Property Address including Province

BUYING: City/Town/Community, Province

COMPLETE ONE FORM IF YOU ARE BOTH SELLING AND BUYING. IF YOU ARE SELLING MORE THAN ONE PROPERTY AND/OR BUYING MORE THAN ONE PROPERTY, COMPLETE A SEPARATE FORM FOR EACH PROPERTY TO BE SOLD OR PURCHASED.

AgentPLUS™ provides a CASH Rebate in the amount of \$15.00 for each \$10,000 of completed real estate transaction value, selling and buying, subject to the terms and conditions listed on the Schedule A attached.

ADDITIONAL REAL ESTATE SERVICE REBATES:

NOTE: - THE FOLLOWING SERVICES ARE AVAILABLE ON A STAND-ALONE BASIS. Cash Rebates ARE ONLY AVAILABLE HOWEVER, WHEN THESE SERVICES ARE USED IN CONJUNCTION WITH A COMPLETED REAL ESTATE TRANSACTION.

CLOSING SERVICES SELLING BUYING
Real Estate CASH Rebate increased by \$200.00 when used in conjunction with a real estate transaction.

HOME INSPECTION SERVICES SELLING BUYING
Real Estate CASH Rebate increased by \$50.00 when used in conjunction with a real estate transaction.

LOCAL MOVING SERVICES
Real Estate CASH Rebate increased by \$50.00 when used in conjunction with a real estate transaction.



ADDITIONAL AGENTPLUS™ SERVICES

The following AgentPLUS™ services are eligible for **CASH Rebates** under the terms and conditions listed on Schedule A attached even when used on a stand-alone basis.

MORTGAGE BROKERAGE SERVICES

____ **New Mortgage** ____ **Mortgage Renewal** ____ **Mortgage Re-finance**

AgentPLUS™ provides a **Cash Rebate** calculated at \$8.00 for each \$10,000 of mortgage principal advanced, excluding insurance premiums.

LONG-DISTANCE MOVING SERVICES

AgentPLUS™ provides a **Cash Rebate** for long distance moving services calculated at 2% of the total move invoice, excluding taxes.

PROFESSIONAL ORGANIZER SERVICES

AgentPLUS™ provides a **Cash Rebate** for professional organizer services calculated at 2% of the total service invoice, excluding taxes.

Signing below confirms that you have read and understand the Terms and Conditions of the AgentPLUS™ real estate program as set out in this Service Request Form document including the Terms and Conditions set out on Schedule A attached and that you have received and kept a copy of the signed Service Request Form, including the Schedule A attached.

Please speak with an Envoy Coordinator at the toll-free number below for clarification on any questions you may have.

Print Name

Customer Signature

Date

**Complete, sign, date and forward pages 1 and 2 to the Envoy Contact Centre.
Retain a signed copy, including a copy of the attached Schedule A for your records.**

E-mail: ENVOY@GO-ENVOY.COM

Fax: 1-866-511-6626

Mail: 114 Lakeshore Road East, Suite 202, Oakville, ON, L6J 6N2

The Envoy Contact Centre – 1-844-601-1100



Service Request Form – Schedule A

AgentPLUS™ Preferred Pricing

All **AgentPLUS™** services are provided by members of the Envoy Alliance™, a network of highly qualified businesses that meet experience, training and service delivery requirements. Envoy promotes a pricing policy dictated by local pricing competition and the quality of services provided.

Envoy Alliance™ members have agreed to pricing restrictions (price caps) or in some cases pricing guidelines where price caps are not required or possible. The following are the pre-rebate pricing caps/guidelines applicable to each **AgentPLUS™** service.

Real Estate Brokerage Services:

Real estate brokerage services are coordinated through Envoy Real Estate Services Inc. to comply with provincial regulatory licensing requirements. Envoy Real Estate Services Inc. is licensed to trade in real estate by the Real Estate Council of Alberta. Individual real estate brokers who are members of the Envoy Alliance™ are licensed in the jurisdiction in which they provide the service.

Real estate brokers who are members of the Envoy Alliance™ represent **AgentPLUS™** customers in brokering the sale or purchase of residential real estate and are paid a commission on completion of the transaction that is based on a percentage of the sale/purchase price. Real estate commission rates vary in both rate and structure across Canada.

AgentPLUS™ real estate commission rate caps are set out in the following table.

PROVINCE	AGENTPLUS™ COMMISSION RATE CAP
Alberta, British Columbia, Saskatchewan	7% of the 1 st \$100,000 plus 2.5% of the balance of the transaction value
Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador	5% of the transaction value

Real Estate Closing Services:

Lawyers and notaries who are members of the Envoy Alliance represent **AgentPLUS™** customers in closing a sale and/or purchase transaction for residential real estate. The amounts listed in the table below represent the lawyer/notary fee only and include all necessary review and preparation prior to closing for one residential title transfer and the registration or discharge of one mortgage, attending at closing and reporting on the transaction after closing.

PROVINCE	SALE CLOSING FEE	PURCHASE CLOSING FEE
Alberta, British Columbia, Saskatchewan, Manitoba, Prince Edward Island	\$550.00	\$650.00
New Brunswick, Nova Scotia	\$600.00	\$700.00
Ontario, Newfoundland & Labrador	\$650.00	\$750.00
Quebec	Contact Envoy at 1-844-601-1100	

Closing fees **do not include necessary disbursements made on your behalf by the lawyer/notary**. Disbursements vary widely depending on the location of the property and should be discussed with the lawyer/notary in advance of the closing date.



Mortgage Brokerage Services:

Mortgage brokers who are members of the Envoy Alliance represent **AgentPLUS™** customers in analyzing their individual mortgage financing requirements and subsequently applying to lenders who are most likely to provide the best interest rate and mortgage terms to match the circumstances of each **AgentPLUS™** Customer.

Mortgage brokerage services are paid for by the chosen lender and therefore **AgentPLUS™** customers do not pay for the services of an Envoy Certified™ mortgage broker. Some exceptions may apply in tight credit situations and will be disclosed by the mortgage broker in advance.

Mortgage brokerage services are coordinated through Envoy Real Estate Services Inc. to comply with provincial regulatory licensing requirements. Envoy Real Estate Services Inc. is licensed to trade in real estate by the Real Estate Council of Alberta. Individual mortgage brokers who are members of the Envoy Alliance™ are licensed in the jurisdiction in which they provide mortgage brokerage services.

Home Inspection Services:

Home inspectors who are members of the Envoy Alliance™ provide a building condition report on houses to be sold or purchased. While the majority of home inspections are straight-forward, home inspection report costs can vary by location, size and complexity of the property to be inspected and distance traveled by the home inspector. An Envoy Coordinator will arrange for an Envoy Alliance™ home inspector in the area of the property to provide a quote for your review prior to proceeding with an inspection.

Household Goods Moving Services:

Moving companies who are members of the Envoy Alliance™ will pack/crate, load, deliver, unload and unpack your household goods and personal belongings.

Pricing for moving household goods is dependent on the services you request from the moving company and whether the move is considered to be a local move or a long distance move, which is determined by distance travelled. Your Envoy Coordinator will advise you on this issue prior to coordinating quotes from Envoy Alliance™ movers.

Pricing for local moves is based on an hourly rate that is determined by the number of personnel and equipment (truck) required to complete the move. Pricing for long distance moves is based on the weight of the shipment and the distance travelled plus additional services and charges for unusual items.

Both local and long distance rates are subject to a tariff of rates negotiated by Envoy to reflect the volume of business generated by Envoy's **AgentPLUS™** Customers. An Envoy Coordinator will arrange for Envoy Certified™ moving companies to provide quotes for your review prior to selecting a mover.

Professional Organizers:

Professional organizers who are members of the Envoy Alliance™ provide pre-move coordination services from organizing your household goods and personal belongings in preparation for packing and disposition of unwanted goods to house cleaning and staging. Some organizers are qualified to provide special moving services for seniors.

Pricing for professional organizer services is based on hourly rates and disbursements. An Envoy Coordinator will arrange for one or more organizers where available, who are members of the Envoy Alliance™ to complete a comprehensive needs assessment and quote for your review prior to proceeding.

General Terms and Conditions

1. **AgentPLUS™** Customers must complete, sign and return this Service Request Form at which time Envoy will register you with the selected service providers for the purpose of receiving the financial benefits available to you under the program.
2. Signing this Service Request Form signifies and acknowledges that you have read, understand and agree to the terms and conditions of the **AgentPLUS™** program. In addition, you are authorizing Envoy to release your personal contact information to members of the Envoy Alliance™ that you have selected, only for the purpose of providing services that you have selected from the **AgentPLUS™** program.
3. Payment of **CASH Rebates** is contingent on Customers using service providers who are members of the Envoy Alliance™ network and by signing this Service Request Form, you are confirming that you are not subject to any contractual agreement, written or implied, with any other service providers for similar services.
4. **CASH Rebates** that are calculated on transaction value are calculated before HST and QST where applicable and are rounded to the nearest dollar. **CASH Rebates** are paid within 4 to 6 weeks of transaction closing or service invoice payment.
5. **AgentPLUS™** Customers who are using the real estate brokerage and mortgage brokerage services under the program must be a principal to the real estate transaction for which any rebate is being paid.
6. **CASH Rebates** may be adjusted to reflect the effect of customer negotiated commissions and service fee rates that are different from the commission and service fee rates set out in the section titled “**AgentPLUS™** Preferred Pricing” in this Service Request Form.
7. Real estate transactions in the province of Quebec are typically closed by a notary retained and paid for by the purchaser. In some cases however, Customers may still incur notary fees when closing the sale of a property. For example, the purchasers’ notary may invoice the Customer for fees to discharge an existing mortgage. In this instance, Customers using the Closing Service in conjunction with a Real Estate Transaction will be reimbursed for notary fees up to a maximum of \$200 on presentation of a paid invoice from the sellers notary. Customers must call the **Envoy Contact Centre** at 1-844-601-1100 for further details and instructions on claiming a reimbursement of notary fees in Quebec.
8. **CASH Rebates** are paid by members of the Envoy Alliance™ network and administered by Envoy. Envoy Alliance™ members pay membership and marketing fees and commissions to Envoy and/or Envoy Real Estate Services Inc. In some cases, marketing fees and commissions are based on the value of the Customer’s transactions.
9. **AgentPLUS™** services are not available in all locations. **CASH Rebates** and pricing caps are subject to changes. Any such changes will not apply to services in progress pursuant to a previously signed Service Request Form.
10. This service is not intended to induce any party to breach a Real Estate Listing Agreement or a Real Estate Buyer Agency Agreement currently in effect and/or an executed Agreement of Purchase and Sale. The service is not available to Customers who are currently a party to a Listing Agreement, Buyer Agency Agreement or an Agreement of Purchase and Sale, whether written or implied.