Re: Inland Real Estate Network, Inc. License Sponsorship Application

Thank you for your interest in license sponsoring with Inland Real Estate Network, Inc.

Following please find Inland Real Estate Network’s membership documentation, which includes the Membership Application, Independent Contractor Agreement, Commission Schedule and W-9. Should you decide to place your license with the Inland Real Estate Network, please print out and complete the forms and sign the agreements. Email or mail these documents to my attention. Processing/Sponsorship fee of $50.00 may be made online on our website (www.inlandbrokerage.com/membership) or you may mail a check made payable to Inland Real Estate Network, Inc.

Please note the $50.00 annual sponsorship fee is billed each January.

Sponsorship transfer and termination requests are now handled through your personal user account in the IDFPR website. If you do not have a user account, you will have to create one. Here is the link: https://ilesonline.idfpr.illinois.gov/DFPR/Login.aspx?ReturnUrl=/DFPR/Account/UserAccount.aspx

From there you can request a sponsorship transfer (NOTE: Input either “Inland RE Network, Inc.” or our license number, 478.004425), and pay the $25 transfer fee online. Once you do this, we will be notified and will accept your request (pending receipt of your application documentation as noted above). 45-Day Sponsorship Cards are no longer provided as this on-line process is immediate.

Instructions on creating your online account and initiating a sponsorship transfer are also included in this PDF.

Do not hesitate to contact me with any questions.

Sincerely,

INLAND REAL ESTATE NETWORK, INC.

Frank Getz
Network Administrator
Inland Real Estate Network, Inc.
2901 Butterfield Rd
Oak Brook, IL  60523
630-218-4924
frank.getz@inlandgroup.com

Please note Inland Real Estate Network is an Illinois license holding company for Illinois licensees. Client representation, board membership, and MLS access are not permitted. Real estate activity is limited to referrals which pay an 80/20% split, 80% to the agent. Referrals may be offered to the agent and office of your choice.
INLAND REAL ESTATE NETWORK, INC.
Application for Sponsorship

APPLICATION

To request sponsorship of your Broker’s License by the Inland Real Estate Network, please fill out and sign the documents on next five pages.

When completed, please return the signed forms to the Inland Real Estate Network:

Email: frank.getz@inlandgroup
Mail: Frank Getz
       Inland Real Estate Network, Inc.
       2901 Butterfield Road
       Oak Brook, IL  60523

PROCESSING/MEMBERSHIP FEE

The Processing/Sponsorship fee is $50 and may be charged on your credit card on our website (http://inlandbrokerage.com/membership).

You may also mail or drop off a check, made out to the Inland Real Estate Network.

QUESTIONS?

630-218-4924 or frank.getz@inlandgrop.com

NOTE:

To complete your license application with the State of Illinois, you must go to the IDFPR On-Line Portal, create an account, if you do not have one, and complete the application for a license. Instructions for this are also included in this PDF.
APPLICATION

NAME: __________________________________________

ADDRESS: _______________________________________

CITY: ___________________________________________

STATE: _______ ZIP: _______ COUNTY ____________

HOME PHONE: _______________ WORK PHONE: ___________

CELL PHONE: ____________________________

EMAIL: _______________________________________

ALTERNATE EMAIL: ___________________________

DATE OF BIRTH: _____________________________

SOCIAL SECURITY NUMBER: _______________________

LICENSE DESIGNATION (Circle one): Broker  Managing Broker  Leasing Agent

LICENSE NUMBER: _______________________________

Signature ___________________________ Date ___________
INLAND REAL ESTATE NETWORK, INC.
INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is made this ______ day of _____________________________, ________ by and between
INLAND REAL ESTATE NETWORK, INC. ("Broker") with its main office at 2901 Butterfield Road, Oak Brook, Illinois, 60523
and ____________________________________________________________ ("Associate ").

RECITALS

WHEREAS, Broker is a real estate broker duly licensed in compliance with all laws, statutes, rules and regulations; and
WHEREAS, it is mutually advantageous for Broker and Associate to form a relationship whereby Associate will refer all
prospects regarding a real estate sale or purchase and upon consummation of such transaction receive a commission for
such referral.

THEREFORE, the parties have made the following promises, covenants and agreements:

ASSOCIATE COVENANTS

Associate hereby covenants and agrees:

1.1 License: That Associate has obtained a real estate broker's or managing broker's license in accordance with the Illinois
Real Estate License Act and will renew license when required in a timely manner.
1.2 Laws: That Associate will conduct business and regulate their habits in accordance with all applicable laws, rules,
regulations and codes of ethics including, without limitation, the rules promulgated by the Department of Financial and
Professional Regulation, Real Estate Licensing pursuant to the Illinois Real Estate License Act.
1.3 Referrals: That Associate will REFER all prospects regarding a real estate sale or purchase in writing to broker.
1.4 Authority: That Associate will act in the capacity of an independent contractor and not hold himself out to be an agent,
partner, joint venturer or other affiliate of Broker.
1.5 Non-Assignability: That Associate will not assign or transfer any part or all of his rights or obligations contained in this
agreement to any other party.
1.6 Limitation of Actions: That Associate will limit his activities to referrals and will not act as escrowee, advertise,
draft documents or perform any other activity not expressly authorized in this Agreement.
1.7 Exclusivity: That Associate will not affiliate with another broker during the term of this Agreement and shall not receive
commissions other than by, through or under Broker.
1.8 Education: That Associate will take all required continuing education courses as required by License Act and shall
submit proof of such completion if requested by Broker.

BROKER COVENANTS

2.1 Operation: To maintain an office properly equipped and adequately staffed to perform the services required in this
Agreement.
2.2 Distribution of Commissions: To distribute any earned commissions as soon as practicable after receipt of commission
by Broker.

COMMISSION

3.1 Commission Split: Associate will receive 80% of all referral fees/commissions received for referring a prospect and
Broker will receive 20% of all referral fees/commissions so received as a processing fee.
3.2 Dispute: In the event two or more Associates participate in a referral, or claim to have done so, the amount of Associates’
share of commission shall be divided equally between them and may, at the option of any of them, request arbitration in
accordance with the rules promulgated by the American Arbitration Association. The cost of such arbitration proceedings
will be paid by losing party to the arbitration proceedings and shall not be borne in any manner by Broker.
3.3 Exculpation: In no event shall Broker be directly liable for payment of a commission to Associate. The sole obligation of
Broker hereunder shall be to forward Associate's share of commissions as sums are actually received. In no event shall
Broker be deemed an obligor or guarantor of commissions earned by Associate hereunder.
3.4 Consummation: No referral fee/commission is due or will be paid until the transaction referred by Associate has been
fully consummated. No referral fee/commission will be due or paid for a referral in which a transaction is not ultimately
completed.
EXPENSES

4.1 Broker Limitation: Broker shall not be liable to Associate for any expenses incurred by Associate or caused by the acts of Associate or for Associate's license, membership or professional fees or expenses.

4.2 Associate Limitation: Associate shall not be liable to Broker for any expenses incurred by Broker or caused by the acts of Broker or for Broker's license, membership or professional fees or expenses.

INDEPENDENT CONTRACTOR

5.1 Limitation of Authority: Associate shall have no authority to bind Broker by any promise, representation, warranty or hold out as an agent, employee, partner or joint venturer to any party unless expressly authorized in writing by Broker.

5.2 Limitation of Liability: Associate acknowledges and agrees that Broker, its officers, directors, agents and employees shall have no obligation or liability whatsoever to Associate for worker's compensation claims, federal and state payroll taxes, minimum wages, social security assessments or similar taxes or liabilities. Associate shall not be treated as an employee with respect to the services performed hereunder for federal income tax purposes.

TERMINATION

6.1 Necessity of Notice: This Agreement may be terminated by either party for any reason upon delivery of written notice to the other party; The termination notice shall be deemed effective two (2) business days after mailing of such notice.

6.2 Pending Transactions: Upon termination of this Agreement for any reason all prospects previously referred by Associate shall be deemed Broker's prospects exclusively; provided, however, except as provided in paragraph 6.3, Associate shall receive 50% of the commission paid for any pending transaction which is completed within six (6) months after the effective date of termination.

6.3 Termination for Cause: Upon termination by Broker for any breach of this Agreement, all prospects previously referred by Associate shall be deemed Broker's prospect exclusively and Associate shall not be entitled to any commission therefore.

HOLD HARMLESS

7.1 Indemnity: Associate hereby holds Broker harmless and indemnifies Broker from any cause of action, claims, debts, demands, judgments and liabilities, including awards and expenses, by reason of the acts or omission to acts of Associate. This indemnity will survive termination of this Agreement.

MISCELLANEOUS

8.1 Severability: It is mutually understood and agreed that all agreements and covenants herein are severable and that in the event any of them shall be held to be invalid by any court, the remaining provisions of this Agreement shall not be affected thereby and shall be interpreted as if such invalid provision were not contained herein.

8.2 Choice of Laws: This Agreement shall be construed in accordance with the laws of the State of Illinois.

8.3 Singular, Plural, Gender: Whenever herein the singular number is used, the same shall include the plural and the masculine gender shall include the feminine and neuter genders.

8.4 Form of Notice: Any Notice or demand from either party to the other shall be mailed by registered or certified mail to the addresses stated herein above or such other address as shall have been last designated by such party receiving such notice.

IN "WITNESS WHEREOF", the parties hereto have executed or caused this Agreement to be executed on the day and date first written above.

ASSOCIATE

By: ________________________________

BROKER:

INLAND REAL ESTATE NETWORK, INC.

2901 Butterfield Road, Oak Brook, IL  60523

630-218-4924

By: ________________________________

Title:  Managing Broker

Date: ________________________________
To receive a commission or referral fee from Inland Real Estate Network, Inc. (Broker), the following requirements must be met:

1. Associate receiving the commission or referral fee must have a valid real estate license with the State of Illinois.
2. Associate must be currently sponsored by Inland Real Estate Network, Inc.
3. Inland Real Estate Network, Inc. is to receive the entire commission or referral payment of which 20% is retained by Inland Real Estate Network, Inc. with remaining 80% disbursed to the Network Referral Associate.

Example:

Inland Real Estate Network, Inc. receives a referral commission check in the amount of $5,000 from Century 21. 20% ($1,000) is retained by Inland Real Estate Network, Inc. with the remaining 80% ($4,000) disbursed to the Network Associate who referred the transaction.

This agreement remains in effect throughout licensees’ association with Broker. However, Broker retains the right to modify Commission Schedule and Agreement upon 60 days written notice to Associate. Any such modified subsequent agreement would be effective upon the start of a new calendar year. Licensee retains the right to reject new agreement and terminate his/her association with Broker at any time.

Accepted and agreed:

_______________________________
Associate

_______________________________
Date

Inland Real Estate Network, Inc.
2901 Butterfield Road
Oak Brook, IL  60523
630-218-4924  Fax 630-574-9775
network@inlandgroup.com
http://inlandbrokerage.com/IREN
**Request for Taxpayer Identification Number and Certification**

**Part I  Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<table>
<thead>
<tr>
<th>Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

**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).

**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 on page 4.

**Sign Here**

- **Signature of U.S. person**
- **Date**

**General Instructions**

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

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
Account Creation: Existing Licensees

Revised 2-26-18
Overview

This guide is to assist existing licensees in the creation of an online account to ensure that the information contained within the database is properly associated with your account. If you are a new applicant and have never applied for and/or had a license with IDFPR, please refer to the account creation guide for new applicants in the online portal.

1. Access the Online Services Portal at: https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx

2. Select “Register” from “Access Your Account” section or select ‘Click Here’ under new applications
3. For the next page below, select ‘Yes’ and click ‘Next.’

Register new Account

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:
- Individual
- Business

Account Matching

Review the options and then select Yes, or No in the radio buttons or table below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I am applying for a license with the IDFPR for the first time and have never been issued a professional license by the IDFPR.</td>
<td>CLICK NO</td>
</tr>
<tr>
<td>2</td>
<td>I am a current licensee of the IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>3</td>
<td>I have been fingerprinted for a license application and those results have been sent to IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>4</td>
<td>I previously applied for a license or sat for an examination, but never received a license from the IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>5</td>
<td>I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.</td>
<td>CLICK YES</td>
</tr>
</tbody>
</table>

- Yes
- No

Next  Cancel
4. Enter your information into at least two of the fields below and click ‘Finish.’
5. You will then see the screen below with a system generated user ID.

6. Enter or update your email address in the ‘Email’ field and provide answers to the security questions. **Answers to these questions will be needed if you ever forget your user ID and password.**

7. Enter the Captcha Verification Code into the ‘Enter Code’ field and click ‘Create Account.’
8. You will then see the screen below and will receive a confirmation email from FPR.Notice@Illinois.gov

![](image)

9. Click on the link in the email to complete the account registration process.

![Email Image]

Dear John Smith

This notice is to verify the email address you provided to the IDFPR's Online Application Portal.

This email will be your primary point of contact for all communication with the IDFPR going forward. Please be sure to keep this email up to date.

To complete the email verification process, click the following link:

https://ilesonline.idfpr.illinois.gov/DFPR/Account/VerifyEmail.aspx?&guid=5006d572-f4d8-49c5bc43d5f1&email

Thank you, Illinois Department of Financial and Professional Regulation
Licensing and Testing Unit
Phone: 1 (800) 560-6420
http://www.idfpr.com/

10. You can now log into the system at https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx
Online Instructions for Transferring Licensees
How to Transfer an Active License

**Step 1:** Log into IDFPR Web Portal
(https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx)

**Step 2:** Click Online Services Link

**Step 3:** Click Licensure Options
Step 4: Begin (or Continue) a Transfer to a new Brokerage

To begin click the “Start” link.

**Note:** If you have any pending Transactions they will appear on this screen.

Step 5: Select type of Action

- **Transfer Active License to New Brokerage Firm**
  Process for changing firms while staying active during transfer

- **Join a New Brokerage Firm**
  (Only If Unsponsored)
  Add yourself to a new Brokerage Firm if you are currently Inoperative

- **Leave Current Brokerage Firm**
  (Become Un-sponsored)
  Terminate from your current Sponsoring Broker

- **Review Pending Request from New Brokerage Firm**
  Review pending invitations to join a new Brokerage Firm

- **Cancel Pending Brokerage Firm Transfer**
  To cancel any pending requests to join a new Brokerage Firm

**Note:** Transfers must be approved by the new Sponsoring Broker within 72 hours or the fee will be forfeited.
Step 6: Select New Sponsoring Broker

Add a New Sponsoring Broker
Click “Add” button to begin search

Enter New Sponsoring Broker Information
Best results are obtained by entering their License Number

Select Sponsoring Broker from Search Results
Click “Add” for your selection or Detail if additional information is needed

Confirm Selection
Action Icons are available if deleting or editing is required

Finalize the Selection
Click “Next” and move to the Transaction Review Screen
Step 7: Transaction Review Screen

Final review of Sponsoring Broker and Fee
$25 Non-Refundable Fee for each Transfer

Note: Transfers must be approved by the new Sponsoring Broker within 72 hours or the fee will be forfeited.

Step 8: Checkout and Pay Invoice

Transaction(s) ready final payment
$25 Non-Refundable Fee for each Transfer – Credit Card or eChecks – convenience fees may apply