



***KETTLEY REFERRALS ONLY NETWORK, INC.***

503 W. Galena Blvd.

Aurora, IL 60506

Dear Agent,

We have established a non-Realtor, non-MLS referral only company called KETTLEY REFERRALS ONLY NETWORK, INC. Ed Kettley, Sr. is the broker of this company.

Agents in this company will be restricted to **referrals only**. They will **not** be members of the Board of Realtors or MLS and will not need to pay the monthly fees associated with those memberships. **They may not list or show property or sit open houses or negotiate a sale, but only refer.**

Perhaps you would like to switch to this company. Maybe you would like to slow down or simply haven't had the time to devote to the business that you would like, yet you would like to be part of the "KETTLEY FAMILY" of agents.

Cost to belong to this network is \$89 per year which will include business cards, newsletters, some social events and mailings. The cost to change your license is \$25 to the Department of Financial and Professional Regulation of the State of Illinois. This \$114 is the total cost for becoming part of our referral network. If you are a brand new licensee, the cost is \$214 (\$125 to the State of Illinois).

If you are interested, please sign the enclosed contract and return it along with the Registration Form and your check payable to KETTLEY Referrals Only Network.

Please feel free to call Janis Martin or Pat O'Hara at (630) 896-5000 with any questions you may have.

Sincerely,

Edward Kettley, Sr.  
Managing Broker

## MEMBERSHIP CONTRACT

Kettley Referrals Only Network, Inc.  
Edward Kettley, Sr., Broker  
Janis Martin, Administrator  
Pat O'Hara, Administrator  
503 W. Galena Blvd., Aurora, IL  
630-896-5000  
FAX 630-896-4593

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between KETTLEY Referral Only Network Inc, by Edward Kettley, Sr., President and licensed real estate broker, (hereinafter referred to as Broker), and \_\_\_\_\_, a licensed real estate agent (hereinafter referred to as Agent).

KETTLEY Referral Only Network, Inc. is an Illinois corporation established by Edward Kettley, Sr., a real estate broker licensed in the state of Illinois, to provide a means for licensed real estate agents to remain active in the real estate business by referring real estate business to broker and receive compensation for providing these services.

Broker and Agent therefore agree as follows:

1. Agent shall pay a membership fee to Broker of \$89.00 per year plus an addition \$25.00 the first year if it is necessary to transfer the agent's license).
2. Agent shall be responsible and shall keep current his or her real estate license with the State of Illinois and shall be solely responsible for its renewal and the continuing educational requirements required by the licensing agency.
3. During the period of time the Agent is a member, Agent agrees to refer real estate business to his or her choice of agents associated with Kettley & Company Realtors, Inc., an agent may not list, sell, buy, auction, lease, rent or otherwise negotiate real estate transaction on behalf of clients in direct competition with KETTLEY & Company Realtors, Inc. However, if KETTLEY & Company Realtors, Inc. does not actively serve a specific market area then the agent may refer real estate business to another company (i.e. Springfield, Illinois, Florida, etc...).
4. In consideration for a referral, Agent will receive 70% of the gross commission received by KETTLEY Referrals Only Network, Inc. from the agent to whom the client was referred and will be paid within 48 hours from the time the real estate transaction closes and the commission is received by Kettley & Company Realtors, Inc.
5. Agent must advise KETTLEY Referrals Only Network, Inc. by phone and in writing of the name, address and phone number of the client being referred to KETTLEY Referrals Only Network, Inc. and of such other information as is necessary or required by the real estate agent to whom the business is being referred. Such information shall be provided in writing to either Janis Martin or Pat O'Hara, administrators, as set forth above.

6. This agreement may be terminated by either party upon written notice to the other or it will terminate automatically if agents real estate license expires and is not renewed. Both Broker and Agent realize and understand that Agent is acting as an independent contractor and is not in any way under the direction of control of Broker and as such Broker shall not be responsible for any tax withholdings or payment of taxes on behalf of agent and it shall be the agents sole and exclusive obligation to report and pay all income tax related to this agreement.

Agent:

Kettley Referral Only Network, Inc. By:

---

---

Broker

**KETTLEY REFERRALS ONLY NETWORK  
REGISTRATION FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

BEST # TO REACH YOU AT \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

This is one way we will communicate with you. If you don't have an e-mail address, please get one.

Cost per year is **\$89** which includes business cards, newsletters, mailings and social events so we will stay in touch with you. Cost to change your license is \$25 for a total of **\$114**. If you are anew licensee, the cost is **\$214** (\$125 to the State of Illinois).

Please make your check payable to KETTLEY Referrals Only Network.