



GUIDELINES OF KENTUCKY RESIDENTIAL REFERRAL SERVICE

Kentucky Residential Referral Service (KRRS) is composed of Associates that activate their Kentucky Real Estate Licenses with the KRRS. The Associates will be on a **referral basis only**, but their license is considered active. Associates will **not** be members of the local association of Realtors, Kentucky Association of Realtors, or National Association of Realtors. **Associates will not participate in any of the Realtor functions, either social or business related.** They will not have access to the MLS system.

The duty of the Associate will be to make contact with the "Referral": and get permission to refer him/her. The Associate must obtain from the "Referral" name, phone number, address, and current real estate needs. **The Associate will then call the information into coordinator at KRRS, 502-394-6159. The associate must also fill out the KRRS Referral form and fax it to the KRRS at 502-339-1762. If the Associate is a Semonin or Rector-Hayden Employee, he/she must also submit the Semonin/Rector-Hayden Employee Referral form signed by his/her manager.** The "Referral" will then be turned over to a cooperating agent of choice, or the KRRS will choose one. The KRRS reserves the right to place the Referral with a cooperating agent other than the cooperating agent of choice if the KRRS determines that this would be in the best interest of and best serve the needs of the "Referral". The KRRS will make every effort to place the Referral with the cooperating agent of choice. **All Referrals must be registered with the KRRS** in order to be paid. The Associate may contact the cooperating agent directly, but the Referral must still be registered with the KRRS. The Referral will be credited to the Associate who submitted the Referral first. If it is disclosed that the "Referral" is already working with a Real Estate agent, the Associate will be contacted immediately and the Referral will not be accepted.

The "Referral" will be contacted periodically by the KRRS for follow up. The KRRS is the liaison between the Associate and the cooperating agent handling the Referral. Upon a sale or listing being obtained, the Associate will be informed of allowable information.

Business cards may be obtained at the expense of the Associate. They must, however be ordered through KRRS in order to maintain continuity. A business card order form is attached and is optional.

Referral Fees are paid as follows:

1. Entry level: 65%
2. If an agent earns \$3000 in referral fees in a 12-month period, the split increases to 70%.
3. If no referrals are sent during the previous 12-month period, the commission split will roll back to 65%.

Example: Standard referral fee to KRRS – 25% of the commission. On \$122,000 sale, with the commission side being 3%, \$915 would be paid to KRRS. In turn, you would be paid on your split. At 65%, you would receive \$594.75.

Educational Requirements:

The Associate will be responsible for taking six (6) hours of Continuing Education each year as required by the Kentucky Real Estate Commission. Once every four years, the Associate **must** also complete a six (6) hour Core Course. The only exception will be if the Associate is grandfathered by the State.

Renewing licenses, change of address, phone number etc: The Associate will need to renew his/her license and pay E & O insurance through KRRS. Please plan to have these to the KRRS no later than March 15th each year. The Kentucky Real Estate Commission also requires the Associate notify them within 10 days should the Associate's address change. Visit <http://www.krec.ky.gov> to obtain a change of address form and instructions for submitting it to the KREC. We also request that you notify the KRRS within that same time frame.

Personal Transactions: While in the KRRS, the Associate can not represent himself/herself in any transaction regarding the Associate's own property.