

Addendum:  
**Hudson Burnham Office Policies**

- 1.) All Commissions, including Bonuses, are split according to the Agent Milestone Plan level agreed upon between Sponsor and Sponsee.
- 2.) Business or business casual attire is to be worn at the office and on showings.
- 3.) Respect and professionalism is to be shown to colleagues, prospective clients and clients. See Office Policy Manual for further rules regarding conduct.
- 4.) All Agents must enter their deals correctly into Dotloop in order to receive commission payout. If Loops are not entered, no commission will be distributed.
- 5.) All Lead sources must be entered into Dotloop or the source will be assumed as a Hubspot lead. Lead source can be found under "Listing Information" in the details section.
- 6.) If an Agent is caught intentionally listing the incorrect lead source, they may face consequence, which may include forfeiture of commission.
- 7.) All Agents must obtain a Chicago Association of Realtors (CAR) Membership once they are licensed as a Leasing Agent or Broker, as required by state law. If an Agent does not obtain a membership, any resulting fines will be taken out of their commission.
- 8.) Hudson Burnham Office Policies are put in place for the benefit of Agents in order to provide a safe, professional and productive workplace. Failure to comply with Office Policies may result in consequence.

X   
Agent/Sponsee

X \_\_\_\_\_  
Date

X   
Managing Broker

X \_\_\_\_\_  
Date