



## The Community Homes Land Trust's Referral Rewards Program

Earn \$1,000 for Every Successful Referral to the CHLT Program!

We are excited to introduce our Referral Rewards Program, designed exclusively for Real Estate Sales Agents who are passionate about making a positive impact in their community. By participating in this program, you have the opportunity to earn a generous finder's fee of \$1,000 for every household you refer to the Community Homes Land Trust Program by ICCF Community Homes that successfully closes on a home.

Program Details:

1. Eligibility:
  - a. All registered Real Estate Sales Agents are eligible to participate in the Referral Rewards Program. ICCF requires that all Agents interested in the program adhere to Fair Housing laws and sign our Fair Housing Compliance Agreement (see Appendix item A).
2. Referral Criteria: To qualify for the finder's fee, the following criteria must be met:
  - The referred household must be a new client to the Community Homes Land Trust Program meaning that they have not previously worked with ICCF on the purchase of a property and/or are currently receiving housing counseling services;
  - Referred households must be first time homebuyers (using the HUD definition this includes households who have never owned property or those who have not owned a home in 3+ years);
  - Referred households must qualify for a mortgage loan
    - In addition, their monthly housing expenses (principal, interest, PMI, home insurance, and CHLT ground lease) may not exceed 35% of their monthly income; their housing expenses and current debt can not exceed 43% of their monthly income; and they may not have more that \$35,000 in cash assets.
  - Households must have taken an Introduction to Homeownership course by a certified HUD Counseling agency or be willing to do so before closing on their home;



- The referred household must successfully close on a home through the Community Homes Land Trust Program.
3. Program Mechanics:
- Whenever you come across a potential homebuyer who meets the referral criteria, Please provide them with the Community Homes Land Trust Program FAQ document (see attachment below) and email pre-approval and completed intake packet to [services@iccf.org](mailto:services@iccf.org) and/or [ftorijan@iccf.org](mailto:ftorijan@iccf.org).
  - Make sure the referred household mentions your name as the referring agent during the application process or initial contact with the Community Homes Land Trust Program.
  - Once the referred household successfully closes on a home through the Community Homes Land Trust Program, you will be eligible for the \$1,000 finder's fee.
4. Payment Process:
- The finder's fee of \$1,000 will be paid to you within 30 days after the successful closing of the referred household's home.
  - Payment will be made via check to the salesperson's Brokerage.
5. Multiple Referrals:
- There is no limit to the number of referrals you can make.
  - For every referred household that successfully closes on a home through the Community Homes Land Trust Program, you will receive a \$1,000 finder's fee.
6. Program Duration:
- The Referral Rewards Program is an ongoing initiative, and there is no predetermined end date. You can continue to refer eligible households as long as you are an active participant in the program.

By participating in our Referral Rewards Program, you not only have the opportunity to earn additional income but also contribute to the goal of promoting affordable housing options and assisting deserving families in finding their dream homes.

For further details and to register for the Referral Rewards Program, please contact our program coordinator or visit our website. Together, let's make a difference in our community while benefiting from this mutually rewarding opportunity!



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(616) 336-9333 | [ICCF.ORG](http://ICCF.ORG)

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## Appendix A

### Fair Housing Compliance Agreement for CHLT Referral Rewards Program Participants

This Fair Housing Compliance Agreement ("Agreement") is entered into by and between the Community Homes Land Trust ("Company") and the undersigned Real Estate Salesperson ("Agent") participating in the Community Homes Land Trust (CHLT) Referral Rewards Program ("Program"). This Agreement outlines the obligations and responsibilities of the Agent to adhere to fair housing regulations and laws when referring potential homebuyers to the CHLT Program.

1. Compliance with Fair Housing Laws:
  - a. Agent agrees to comply with all applicable federal, state, and local fair housing laws, including but not limited to the Fair Housing Act and any other relevant legislation that prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status, disability, or any other protected characteristic.
  - b. Agent acknowledges that discriminatory practices in any form, including steering or preferential treatment, are strictly prohibited.
2. Non-Discrimination:
  - a. Agent shall not engage in any discriminatory practices or actions, directly or indirectly, during the referral process. This includes but is not limited to discriminatory behavior in marketing, advertising, client screening, or any other aspect of the real estate transaction.
  - b. Agent shall treat all potential homebuyers equally and fairly, without regard to their race, color, religion, sex, national origin, familial status, disability, or any other protected characteristic.
3. Knowledge of CHLT Program Policies:
  - a. Agent shall familiarize themselves with the policies, guidelines, and procedures of the CHLT Program to ensure accurate representation and dissemination of information to potential homebuyers.
  - b. Agent acknowledges that providing accurate and up-to-date information about the CHLT Program is essential to avoid any misrepresentation or misunderstanding.
4. Referral Screening:



- a. Agent agrees to refer potential homebuyers to the CHLT Program based solely on their interest and eligibility for affordable housing, without any discriminatory preferences or bias.
- b. Agent shall not deny or discourage any potential homebuyer from participating in the CHLT Program based on their protected characteristic(s).
- 5. Compliance Training:
  - a. Agent agrees to undergo fair housing compliance training as required by the Company or any relevant regulatory authorities.
  - b. Agent will stay informed about changes in fair housing laws and regulations to ensure ongoing compliance.
- 6. Indemnification: Agent agrees to indemnify, defend, and hold harmless the Company from any claims, lawsuits, damages, liabilities, costs, or expenses arising out of any alleged or actual violation of fair housing laws or breach of this Agreement by the Agent.
- 7. Termination of Participation: Company reserves the right to terminate Agent's participation in the Referral Rewards Program and sever any business relationship if there is evidence of non-compliance with fair housing laws or breach of this Agreement.
- 8. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of laws principles.

By signing below, the Agent acknowledges that they have read, understood, and agreed to comply with the terms and conditions outlined in this Fair Housing Compliance Agreement.

**Participating Real Estate Salesperson (“Agent”)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

**Community Homes Land Trust (“The Company”)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

