

# Sarasota Referral Network

7012 Portmarnock Place  
Lakewood Ranch, FL 34202

Dear Agent,

Sarasota Referral Network is a great source of revenue for you. Sarasota Referral Network is designed for agents that have a "voluntary inactive" Real Estate license and therefore are not members of the local Board of Realtors. If you know anyone like this and you recruit them to Sarasota Referral Network, they will help your business by referring their clients to you. They will receive a referral fee (usually 25%) and you will earn the balance of the commission.

There is no cost to be a part of Sarasota Referral Network. We are independent from Keller Williams Realty Select but we do have an office in their Lakewood Ranch location. If you have any questions or would like more information, please call me (941-216-6264).

We look forward to assisting you earn additional commissions simply by recruiting your fellow Real Estate agents who are "voluntary inactive" to become active agents of Sarasota Referral Network.

Sincerely,

Steve DuToit  
admin@stevedutoit.com  
941-216-6264

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Lakewood Ranch, FL 34202

## Commission Example

1. Referral fee between agent and referral agent: 25% (this percentage is negotiable between agents)
2. Sales price: \$500,000
3. Co-broker fee: 3%

Computation - based on 25% Referral Fee

$\$500,000 \text{ Sale} \times 3\% = \$15,000.00$  gross commission

$\$15,000.00 \text{ Commission} \times 25\% = \$3,750.00$  negotiated fee (see #1 above)

(Check comes from the closing agent & is made payable to Sarasota Referral Network)

$\$3,750.00 \times 75\% = \$2,812.50$  split to Referral Agent; 25% to Sarasota Referral Network

$\$2,812.50 - \$50.00$  (transaction fee) =  $\$2,762.50$  net fee to Referral Agent.

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## Team Member Information

Name: \_\_\_\_\_ ( As it appears on your license)

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

License Renewal Date: \_\_\_\_\_

License Number: \_\_\_\_\_

Please attach a copy of your current Real Estate License

# Sarasota Referral Network

7012 Portmarnock Place  
Lakewood Ranch, FL 34202

SUBJECT: Sarasota Referral Network, LLC - Licensed Real Estate Broker (Hereafter called Company)

## PURPOSE OF THE COMPANY:

The Company was established and is maintained as a marketing tool for Realtors to establish a network of Inactive Real Estate Agents who choose to not actively engage in listing and selling of Real Estate. Company Licensees are able to refer buyers and sellers to a Licensed Real Estate Agent and receive a referral commission through the Company.

It is intended that the sales person shall be an independent contractor and not an employee for Federal Tax Purposes or any other purpose, and shall, at all times during the term of this Agreement, perform his duties and responsibilities without any supervision or control by the broker.

## COMPANY POLICY:

Associates of the Company are not permitted by the Company to participate in the listing or the sale of property of others. Further, they are not to profess professional knowledge or expertise regarding a Real Estate proposal or transaction. They are, however, encouraged to refer prospective Real Estate matters to any Licensed Realtor. Constant changes in the profession and the severity of the courts and State of Florida require that this policy be strictly enforced by the Company.

The amount of the referral commission to the Company is to be established by the involved Agents. The amount of the referral commission that is paid to you by Sarasota Referral Network shall be 75% of the amount received by the Company. In addition, there will be a \$50 transaction fee deducted per transaction for accounting services.

No commission will be paid by the Company to anyone that has not provided the Company with copies of a valid Florida Real Estate License, evidence of successful completion of required education, including renewals and social security number.

Each Agent shall be responsible for forwarding a copy of their new license and a copy of their education certificate within 30 days of the expiration of their license. If these documents are not received it will be assumed that the Agent no longer desire to be with the Company and they will be terminated

I have read, understand and agree to abide by the Policy stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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 <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 20px; text-align: center;">[ ]</td> <td style="width: 20px; text-align: center;">[ ] - [ ] - [ ] [ ] [ ] [ ]</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>or</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 20px; text-align: center;">[ ]</td> <td style="width: 20px; text-align: center;">[ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td> </tr> </table>	<b>Social security number</b>		[ ]	[ ] - [ ] - [ ] [ ] [ ] [ ]	<b>or</b>		<b>Employer identification number</b>		[ ]	[ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
<b>Social security number</b>											
[ ]	[ ] - [ ] - [ ] [ ] [ ] [ ]										
<b>or</b>											
<b>Employer identification number</b>											
[ ]	[ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]										

<b>Part II Certification</b>	
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); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> 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 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____  Date ▶ _____

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Change of Status for Sales Associates and Broker Sales Associates**  
**Form # DBPR RE 11**

Check the box for the relevant transaction in Section I and complete the applicable additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

**For additional information see Instructions at the end of this form.**

**Section I – Transaction Types**

TRANSACTION TYPES	
<input checked="" type="checkbox"/> Add Employee [3020] <input type="checkbox"/> Terminate Employee [4020]	<input type="checkbox"/> Become Inactive [4020] <input type="checkbox"/> Change Employer [9007]

**Section II – Associate Information**

ASSOCIATE INFORMATION			
License Number:			
Last/Surname	First	Middle	Suffix
Primary Phone Number	Primary E-Mail Address		

**Section III – Broker or Company Information**

COMPANY INFORMATION			
Last/Surname (Qualifying broker)	First	Middle	Suffix
	Ford	James	M.
License number of real estate company: CQ1015194			
Name of real estate company: Sarasota Referral Network, LLC			
Primary Phone Number	Primary E-Mail Address		
941-216-6264	admin@stevedutoit.com		
Signature of qualifying broker that is adding or terminating employee:			

**Section IV – Affirmation By Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b></p>	
Signature:	Date:
Print Name:	

# Sarasota Referral Network

7012 Portmarnock Pl, Lakewood Ranch, FL 34202

941-216-6264

## Referral Information Form

Receiving Office	Sending Office:
To Agent:	From Agent:
Firm Name:	Firm Name: <b>Sarasota Referral Network</b>
Address:	Address: <b>7012 Portmarnock Place</b>
City, State, Zip	City, State, Zip: <b>Lakewood Ranch, FL 34202</b>
Business Phone:	Business Phone: <b>941-216-6264</b>
Cell Phone:	Cell Phone:
Email:	Email:

Seller Name:	When to make initial contact:
Address:	Property Address to be listed:
City, State, Zip:	
Business Phone:	
Cell Phone:	Email:
Home Phone:	

Buyer Name:	Size and Type of Desired Home:
Current Address:	Price Range:
City, State, Zip:	Primary, Second or Investment Property:
Business Phone:	If Primary will current home need to be sold first?
Home Phone:	Financing Required:
Cell Phone:	
Preferred Location:	When to make initial contact:
Number of Family:	Special Interests:
Adults:	
Children:	Ages:

<b>Realtor's Acceptance of Referral</b>	
Prospect's Name:	Comments:
Date Contacted:	
Date of First Appointment:	
WE ACCEPT THIS REFERRAL AND WHEN THE SALE IS CONSUMMATED WE AGREE TO SEND ____% (OF THE GROSS COMMISSION) REFERRAL FEE WE WILL ECLOSE DETAILS OF THE SALE WITH THE CHECK	

Receiving Sales Assoc Signature:    Date: ___/___/___	Receiving Broker's Signature:                      Date: ___/___/___
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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Sarasota Referral Network, LLC</b>	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>Realty Solutions</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>7012 Portmarnock Pl</b>	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>Lakewood Ranch, FL 34202</b>	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>OR</b>									
<b>Employer identification number</b>									
5	6	-	2	2	8	7	1	7	6

## 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>9-13-2024</b>
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they