

Broker Referral Fee Policy **Effective January 01, 2006**

Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek welcomes any and all referrals from licensed real estate agents and commercial real estate agents. Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek will compensate certified real estate agents for the initial introduction or referral of any individuals ("prospective client") that lead to a successfully executed Services Agreement. This policy is reserved for commercial real estate brokers, residential real estate brokers and agents that are duly licensed and in good standing. The terms of our referral policy are as follows:

Initial Prospect Introduction

- For this policy to be valid and enforceable, the prospective client must not already be known or referred to Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek.
- The broker must provide a minimum of the following information:
 1. Individual name of the prospective client
 2. Valid telephone number or e-mail address for the prospective client
 3. Broker's company name
 4. Broker's individual name
 5. Valid broker's telephone number
 6. Valid broker's e-mail address
- In the event that a prospective client is introduced to Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek by more than one broker or leads source, Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek shall accept the first official referral received, unless instructed otherwise by the prospective client. It is recommended that all brokers contact the center manger of The Boardroom at Cherry Creek via e-mail (info@boardroomdenver.com) or telephone (303-331-9100) as expediently as possible.

Services Agreement & Receipt of Payment

- For this policy to be valid and enforceable, a signed Services Agreement between the prospective client and Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek must be put into effect within 12 months of the client referral.
- The prospective client must provide valid payment for all security deposit, set-up / installation fees, and first month services fees.

Broker Participation & Involvement

- The broker must be actively involved in assisting the prospective client in their search for office space and/or executive suite services.
- The broker must be the party that initiated the contact between the prospective client and Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek.

Payment Calculation

- Compensation will be calculated as 10% of the total value of the initial Services Agreement, exclusive of the value of the security retainer and any pass-through items, such as parking and furniture rental, up to the first 12 months of the Services Agreement term.
- Compensation for any expansions that occur within the term of the initial Services Agreement, up to 12 months after the initial commencement date, will be calculated in the same manner as listed above.
- Signet Crest, Inc. d/b/a The Boardroom at Cherry Creek will pay referral fees within 30 days of the commencement date of the initial Services Agreement. All commission payments will be paid in accordance with the requests of the referring broker.