

# Approved Locator Agreement

I,  with TREC license number  have agreed to the terms listed below as required by all apartment communities utilizing ApartmentRegistration.com.

1. Locator/Realtors must pre-register clients PRIOR to the client calling and/or visiting the property. Failure to do so may result in non-payment of commissions.
2. Locator/Realtor are responsible to check for a current list of properties that require ApartmentRegistration.com. You can access this list at any time by going to <http://www.apartmentregistration.com/reports/participating.php>
3. Locator/Realtors who rely on a 3rd party software company to create registrations are responsible to confirm the registration are completed successfully. Examples of 3rd party software companies may include SmartLocating ALN, and/or Apartment Data. To ensure the registrations are being completed correctly ApartmentRegistration.com will send a confirmation email each time a new registration is completed. Please save the email for your records. Or you can also log into your ApartmentRegistration.com account and clicking on "Recall Customer" to see if the registration took place.
4. ApartmentRegistration.com is not responsible for commissions due to locator/realtors. Commissions due is between the apartments directly and the locator/realtor.
5. Registrations may not be valid after 6 months. It is up to the apartment community's discretion as to how old they will accept registrations.

Signature:   
Print Name:   
Date:   
Server IP Address: 76.201.7.244