



COSTCO REAL ESTATE PROGRAM
SERVICE REQUEST FORM - SELLING

PLEASE COMPLETE A SEPARATE SERVICE REQUEST FORM FOR EACH PROPERTY.

Please Print Clearly

COSTCO MEMBER: First Name Last Name
Member # Executive Regular

Other Authorized Contact: First Name Last Name

Address: Street
City Province Postal Code

Phone: Residence Business Other (i.e. mobile)
Fax E-mail

The above-named Costco Member (Member) wishes to use the following service components of the Costco Real Estate Program (Program) in accordance with the terms described on the attached service component Schedules.

REAL ESTATE SERVICE to sell a residential property to which Member has legal title at: same address above OR
Address City Province

CLOSING SERVICE to close the sale of a residential property to which Member has legal title at: same address above OR
Address City Province

HOME INSPECTION SERVICE to obtain a Property Inspection Report for a property located in:
City Province

Comments/Instructions:

Member has read, understood and agrees to the terms and conditions of the Program outlined on the attached service component Schedules. Member authorizes Envoy to release personal information to Costco Wholesale Canada Ltd. only for the purpose of tracking member usage of the Program, and to selected members of the Envoy Alliance@ relocation network only for the purpose of providing the Program service components selected by Member.

Member Signature Date

Sign and date page 1. Initial the corresponding Service Component Schedule(s) and forward to Envoy at:
E-mail: CUSTOMER-CARE@GO-ENVOY.COM
Fax: 1-866-511-6626
Mail: 344 Lakeshore Rd. E., Suite 200, Oakville, ON L6J 1J6

**SCHEDULE “A” - REAL ESTATE SERVICES**

Real estate brokerage services for the sale of residential properties are available under the Program through Envoy Realty Services Inc. (Envoy Realty). Members who elect to use the service to sell a property are entitled to the following benefits:

1. **Real Estate Commission Rate Cap:** Real estate commissions are capped for Costco members at the following rates:

PROVINCE	COSTCO MEMBER PURCHASE CLOSING FEE
Alberta, British Columbia, Saskatchewan, Manitoba	7% of the 1 <sup>st</sup> \$100,000 plus 2.5% of the balance of the transaction value
Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador	5% of the transaction value

2. **Cash Rebate:** Member is entitled to a cash rebate in accordance with the following schedule when selling a property through the Program.

EXECUTIVE MEMBER	REGULAR MEMBER
\$20 for each \$10,000 of real estate transaction value <sup>(1)</sup>	\$10 for each \$10,000 of real estate transaction value <sup>(1)</sup>

<sup>(1)</sup> Transaction value rounded-up to the nearest \$100

3. **Closing Costs Savings Certificate:** In addition to the **Cash Rebate**, Member is entitled to receive a Closing Costs Savings Certificate to be applied against lawyer/notary fees incurred when closing the sale transaction completed through the Program. Closing Costs Savings Certificates are issued in the amounts listed in the following table:

EXECUTIVE MEMBER	REGULAR MEMBER
\$250 per transaction closing	\$125 per transaction closing

4. **FREE Home Warranty:** In addition to the **Cash Rebate** and **Closing Costs Savings Certificate**, **Executive** Members who complete **two (2)** real estate transactions (sell and/or buy) within one calendar year through the Program are entitled to receive a one year **FREE** Home Warranty Policy (\$249 value).

**Terms and Conditions:**

- Member must complete, sign and return the Service Request Form together with an initialed copy of this Schedule “A” at which time Envoy will authorize the selected service providers to contact Member and extend the Program benefits to Member.
- Real estate commission rate caps are subject to change in response to local market conditions. Commission rate changes requested by Member may affect the Member **Cash Rebate** and are subject to the prior written approval of Envoy Realty.
- Payment of the **Cash Rebate** is contingent on Members using real estate agents who are members of the Envoy Alliance® relocation network.
- Cash Rebate** amounts are based on the real estate commission being distributed equally between the seller’s real estate agent and the buyer’s real estate agent. Any change to this distribution may affect the Member **Cash Rebate** and is subject to prior written approval of Envoy Realty.
- Member is required to be a principal to the real estate transaction for which any rebate is being paid. Cash rebates are sent to Member within four to six weeks after closing.



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6. **Closing Costs Savings Certificates** are redeemable only through lawyers/notaries who are members of the Envoy Alliance® relocation network. Envoy will forward the appropriate **Closing Costs Savings Certificate** to the selected lawyer/notary to be deducted from the closing fees at the time of closing. Real estate transactions in the province of Quebec are typically closed by a notary retained and paid for by the purchaser. In some cases however, Member may still incur notary fees when closing the sale of a property. For example, the purchasers' notary may invoice Member for fees to discharge an existing mortgage. In this instance Member will be reimbursed for such notary fees up to \$200 for Executive Members and \$75 for Regular Members. Member must call Envoy (1-866-511-2226) for further details and instructions on claiming a reimbursement of notary fees in Quebec.
7. Members of the Envoy Alliance® relocation network pay marketing fees and commissions to Envoy and/or Envoy Realty. In some cases marketing fees and commissions are based on the value of Member transactions.
8. This service is not intended to induce any party to breach a Listing Agreement or a Buyer Agency Agreement currently in effect and/or an executed Agreement of Purchase and Sale. The service is not available to Costco members who are currently a party to a Listing Agreement, Buyer Agency Agreement or an Agreement of Purchase and Sale, whether written or implied.

**SCHEDULE “B” - CLOSING SERVICES**

Legal services to close the sale of residential properties are available under the Program through members of the Envoy Alliance® relocation network. Members who elect to use the real estate Closing Service are entitled to the following benefits:

**Closing Services Fee Cap:** Closing services fees are capped for Costco Members at the following rates:

<b>PROVINCE</b>	<b>COSTCO MEMBER SALE CLOSING FEE</b>
Alberta, British Columbia, Saskatchewan, Manitoba, Prince Edward Island, Newfoundland and Labrador	\$550
New Brunswick, Nova Scotia	\$600
Ontario	\$650
Quebec	Contact Envoy at 1-866-511-2226

***Terms and Conditions:***

1. Member must complete, sign and return the Service Request Form together with an initialed copy of this Schedule “B” at which time Envoy will authorize the selected service provider to contact Member and extend the Program benefits to Member.
2. Closing services fees are based on the services of the lawyer/notary in closing one (1) sale transaction plus the registration of one (1) mortgage discharge. Transactions requiring additional involvement of the lawyer/notary such as additional mortgage discharges may incur additional fees. Additional charges will be discussed with Member by the lawyer/notary prior to proceeding.
3. Closing services fees **do not include** legal disbursements which include any out of pocket payments made by the lawyer/notary on behalf of Member for various direct closing costs such as search, certificate, registration fees, etc. The lawyer/notary will review fees and disbursements with Member prior to proceeding as disbursements vary by location.
4. **Closing Costs Savings Certificates** available to Members who complete a real estate transaction through the Program are redeemable only with lawyers/notaries who are members of the Envoy Alliance® relocation network.
5. Members of the Envoy Alliance® relocation network pay marketing fees and commissions to Envoy and/or Envoy Realty. In some cases marketing fees and commissions are based on the value of Member transactions.



**SCHEDULE “C” - HOME INSPECTION REPORT**

Home Inspection Reports are available under the Program through Envoy Relocation Services. Members who elect to use the Home Inspection Report service are entitled to the following benefits:

**Home Inspection Report Savings Certificate:** Home inspection report **Savings Certificates** are available to members in the following amounts:

EXECUTIVE MEMBER	REGULAR MEMBER
\$50 Home Inspection Report Savings Certificate	\$25 Home Inspection Report Savings Certificate

*NB: This service is not currently available in the province of Quebec.*

**Terms and Conditions:**

1. Member must complete, sign and return the Service Request Form together with an initialed copy of this Schedule “C” at which time Envoy will authorize the selected service provider to contact Member and extend the Program benefits to Member.
2. Home Inspection Report costs vary by location, size of property to be inspected and distance traveled by the home inspector. The inspector will provide a quote to Member prior to proceeding with the home inspection report.
3. Envoy will forward the Member Home Inspection Report **Savings Certificate** directly to the Home Inspector assigned who will deduct the value of the **Savings Certificate** from the invoice at the time the Home Inspection Report is delivered.
4. Members of the Envoy Alliance® relocation network pay marketing fees and commissions to Envoy and/or Envoy Realty. In some cases marketing fees and commissions are based on the value of Member transactions.