

# Business Basics 2025

**RETURN THIS FORM NO LATER THAN DECEMBER 13, 2024**

Hello Winter Park Brokers,

We are excited to continue our **Business Basics Program** for 2025! Please read this email in its entirety. It explains all the information for annual expenses as they are for 2025 (they could change annually and are based on actual costs).

If you choose to participate in the **Business Basics Program**, you will be charged monthly, beginning in January and your last payment will be December of that same year. The expenses covered in the program are as follows:

E+O Insurance	\$361.00
CTM eContracts (CTM One fees paid separately)	\$435.00
<b>TOTAL ANNUALLY</b>	<b>\$796.00</b>
<b>Service Fee</b>	<b>\$195.00</b>
<b>TOTAL DUE MONTHLY</b>	<b>\$82.58</b>

1. If you opt in for this program, you will either pay monthly via ACH with no additional fees or your credit card on file will be charged each month with an additional fee of 4%. Once the company pays your annual dues/fees & E&O policy, you will be supplied an invoice for your record.
2. Should you choose NOT to participate in Business Basics, you will be required to reimburse CBMP for your E&O Insurance and CTM as listed above. We will use the method of payment you have on file for these amounts and a 4% fee will be applied if you pay by credit card. These charges will take place during the last week of December or early January.
3. In the event that the Agent voluntarily terminates their affiliation, or is terminated by the Company during a calendar year, the Agent shall be responsible for repaying the remaining portion of the Pre-Paid Fees corresponding to the portion of the calendar year during which the Agent is not with the company.

This is an optional program. You must choose to opt in or opt out. Reminder, if you opt out you are still responsible to pay your Association and MLS Fees as stated above.

Opt In

Opt Out

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Broker/Agent Signature

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Date Signed

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Office Approval Signature

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Date Signed