Independent Contractor Agreement between Broker and Associate

AL DIA REAL ESTATE USA INC.  (“Broker”)
Broker (_____) and Associate (_____) acknowledge receipt of a copy of this page, which is Page 2 of 3.

ICA-6 Rev 4/13 ©2013 Florida Association of REALTORS®
5. **Term; Termination:** This Agreement will be in effect for 1 year(s) from the effective date. Either party may terminate this Agreement by 30 days’ advance written notice to the other party. **Broker** may terminate this Agreement without notice for wrongful conduct by **Associate**. Failure by either party to maintain active licensure status pursuant to Chapter 475, Florida Statutes, will be deemed automatic termination. **Associate** will not, after termination of this Agreement, use to her/his own advantage, or to the advantage of any other person or entity, any information gained from the business of the **Broker** relating to property for sale, lease, or rental, or **Broker’s** customers or clients. Upon termination of this Agreement, **Associate** will return all **Broker’s** property to **Broker** with no copies made or retained by **Associate**.

6. **Confidentiality:** **Associate** acknowledges that **Broker** may disclose confidential information to **Associate** during the course of this Agreement. Any such information that is or should be reasonably understood to be confidential or proprietary to **Broker**, including mailing lists, customer and client lists, sales, costs, unpublished financial information, product and business plans, projections, marketing data, computer data, computer programs and supporting documentation, and **Broker’s** office policy manual, if any, are considered confidential property of **Broker**. **Associate** will take reasonable steps and use due care during the term of this Agreement and after its termination to prevent the duplication or disclosure of confidential information, other than by or to **Broker’s** employees or agents who must have access to the information to perform their duties for **Broker**.

7. **Dispute Resolution:** This Agreement will be construed under Florida law. All disputes between **Associate** and another associate in **Broker’s** firm will be resolved by **Broker**. All disputes between **Broker** and **Associate** will be mediated under the rules of the **American Arbitration Association** or other mediator agreed upon by the parties. The parties will equally divide the mediation fee, if any. In any litigation between **Broker** and **Associate**, the prevailing party will be entitled to recover reasonable attorneys’ fees and costs at all levels, unless the following box is checked: □ **Arbitration:** Any dispute not resolved by mediation will be settled by neutral binding arbitration in accordance with the rules of the American Arbitration Association or other arbitrator agreed upon by the parties. Each party to any arbitration or litigation (including appeals and interpleaders) will pay its own fees, costs, and expenses, including attorneys’ fees at all levels, and will equally split the arbitrators’ fees and administrative fees of arbitration.

8. **Additional Terms:**

Agent is responsible for all costs of doing business including Sign Riders, Email, Lockboxes & EKey, cell phones. Agent will abide by all company policy and receive approval on any and all marketing material including Social Media. All paperwork on Listings and sales will be turned into the office within 24 hours. No commission will be paid to agent until all paperwork is complete and turned into Al Día Real Estate USA Inc. Agent must pay only $99 for electronic signature that will be returned in his first commission. Agent will provide Cell phone number, email, business photo and Bio for Company websites. Agent must provide copy of RE License, completion of education classes & all renewals to Office.

Brokerage Name

Broker __________________________ Date __________ Associate __________________________ Date __________

RICARDO QUINTERO

Print name

©2013 Florida Association of REALTORS®
TRANSACTION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your form to ensure faster processing.

ALL License Applicants must submit:
☐ Completed application
☐ No fee is assessed for this transaction

Please mail your completed form, documentation and required fee(s) to:
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783
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**

<table>
<thead>
<tr>
<th>TRANSACTION TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Add Employee [3020]</td>
</tr>
<tr>
<td>☐ Terminate Employee [4020]</td>
</tr>
</tbody>
</table>

**Section II – Associate Information**

<table>
<thead>
<tr>
<th>ASSOCIATE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number:</td>
</tr>
<tr>
<td>Last/Surname</td>
</tr>
<tr>
<td>Primary Phone Number</td>
</tr>
</tbody>
</table>

**Section III – Broker or Company Information**

<table>
<thead>
<tr>
<th>COMPANY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last/Surname (Qualifying broker)</td>
</tr>
<tr>
<td>License number of real estate company:</td>
</tr>
<tr>
<td>Name of real estate company:</td>
</tr>
<tr>
<td>Primary Phone Number</td>
</tr>
<tr>
<td>Signature of qualifying broker that is adding or terminating employee:</td>
</tr>
</tbody>
</table>

**Section IV – Affirmation By Written Declaration**

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. 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.

<table>
<thead>
<tr>
<th>AFFIRMATION BY WRITTEN DECLARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Print Name:</td>
</tr>
</tbody>
</table>
Instructions and Additional Information

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.

1. **Information:** This application is required for a change of status to the license of a sales associate or broker sales associate. A change of status is any change in the employment status (new employment, change of employment, or termination of employment of the licensee).

2. **Application Instructions (by section):**
   a. **Section I – Transaction Types**
      i. Applicants must check only one transaction type.
      ii. **Add Employee:**
          (1) Select this transaction to add a sales associate or broker sales associate as an employee of a real estate company or sole proprietorship.
          (2) Successful completion of this transaction will activate the associate’s license status and relate that license to the license of the employer’s qualifying broker.
      iii. **Terminate Employee:**
          (1) Select this transaction to terminate a sales associate or broker sales associate as an employee of a real estate company or sole proprietorship.
          (2) Successful completion of this transaction will deactivate the associate’s license status and end the relationship of that license to the license of the employer’s qualifying broker.
      iv. **Become Inactive:**
          (1) Select this transaction to change your license status to inactive.
          (2) Successful completion of this transaction will deactivate the associate’s license status and end the relationship of that license to the license of the employer’s qualifying broker.
      v. **Change of Employer:**
          (1) Select this transaction to change your employer information.
          (2) Successful completion of this transaction will deactivate the associate’s license status and relationship with the prior employer and activate the associate’s license status and relate that license to the license of the new employer’s qualifying broker.

   b. **Section II – Associate Information**
      i. Fill out each section completely.
      ii. Provide the license number of the sales associate or broker sales associate.
      iii. Provide the name of the sales associate or broker sales associate as it appears on their real estate license.
      iv. Provide a valid phone number and email address for the associate. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.

   c. **Section III – Broker or Company Information**
      i. **Important notes pertaining to this section:**
          (1) **For adding an employee:** the employer must provide the company/sole proprietor information and sign this section to authorize the addition of the associate as an employee.
          (2) **For terminating an employee:** the employer must provide the company/sole proprietor information and sign this section to authorize the termination of the associate as an employee.
          (3) **For an associate becoming inactive:** the associate must provide the company/sole proprietor information for the company they wish to become inactive from. There is no need to have a qualifying broker sign the section.
          (4) **For an associate changing employers:** the new employer must provide the company/sole proprietor information and sign this section to authorize the addition of the associate as an employee.
      ii. Provide the name of the qualifying broker for the real estate company or sole proprietorship.
      iii. Provide the license number of the real estate company or sole proprietorship.
      iv. Provide the name of the real estate company or sole proprietorship.
      v. Provide a valid phone number and email address for the qualifying broker. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
      vi. The signature of the qualifying broker for the real estate company or sole proprietorship is only required if this application is being used to add an employee, terminate an employee, or change employer information.
d. **Section IV – Affirmation By Written Declaration**
   i. The sales associate or broker sales associate must sign the Affirmation by Written Declaration.