



# IRVINE COMPANY

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## APARTMENT COMMUNITIES

### Broker Referral Program Requirements

Please take notice that commencing on August 1, 2024, Irvine Company Apartment Communities ("ICAC") will revise its Broker Referral Program Requirements ("**Referral Program**") in the manner set forth below. ICAC will honor any fees earned under the existing Referral Program until July 31, 2024, but thereafter, the changes below must be satisfied.

**ICAC may at any time, in its sole discretion, elect to change the requirements to participate in the Referral Program; provided any such change would not apply to requests which have been approved prior to any such change.**

#### **New Broker Referral Program Requirements**

- (i) A "Referral Fee" to California Real Estate licensed Brokers (each a "Broker") and the Broker may share that Referral Fee with a California Real Estate licensed Agent ("Agent") acting under the Broker's license;
- (ii) A "Finder's Fee" to approved relocation management companies (each a "Finder");
- (iii) If a Broker, Agent or a Finder (each a "Referrer") refers a qualifying new resident (a "Resident") to an ICAC apartment community specified below, provided ICAC and that Resident enters into a fully executed written Lease.
- (iv) Brokers, Agents, Finders and Associates (defined below) must download and complete the [Broker Referral Form](#) and submit the documentation to a Leasing associate within 90 days of your client's lease start date.
- (v) Brokers, Agents, Finders, and Associates (defined below) may not receive referral fees for referring themselves or members of their families as the Resident.



- (vi) Brokers, Agents, and Finders may not give new Residents incentives or gifts to encourage a Lease with ICAC.
- (vii) This Program applies only to new Residents who are not:
  - a. current or prior ICAC Residents at the time of entering into the Lease.; *OR*
  - b. employees of ICAC ("Associate")
- (viii) Unless additional information is requested by ICAC, Referral Fee requests will be reviewed and processed within fifteen (15) to twenty (20) business days after the new Resident has:
  - a. Fully moved into the Apartment; and
  - b. All program requirements have been met and all required information has been submitted to a Leasing associate via email
- (ix) The Broker Referral Program does not apply to Brokers and Agents who have active contracts with ICAC, including but not limited to current ICAC Associates, and may not be combined with any Resident Referral bonus.
- (x) If a request for the Broker Referral fee is received more than ninety (90) days after the new Resident's move-in, the Community Management Senior Director must approve the request before payment is processed. If not so approved within ninety (90) days after the new Resident's move-in date, the right to a Referral Fee shall expire.

For questions about the program requirements, contact a Leasing associate at 855.201.1372.

### **Relocation Management Companies**

- (i) Relocation Management Companies that wish to participate in the Broker Referral Program are required to be reviewed and approved in writing by ICAC prior to receiving a Referral Fee.
- (ii) A Relocation Management Company with a California Broker's License that wishes to act under that License may elect to do so instead of acting as a Relocation Company by meeting all requirements listed above.

### **Referral Fees**

- (i) Lease terms 6 months or longer: \$500 per referral at participating Communities (listed below).
- (ii) EXCLUSIONS APPLY: Referral fees are not offered for certain communities, please see below.



### Participating Communities

Amalfi  
Avella  
Brittany  
Crescent Village  
Cypress Village  
The Enclave  
Gateway  
Los Olivos at Irvine Spectrum

Mirasol  
Monticello  
Newport Bluffs  
North Park  
Orchard Hills  
The Park at Irvine Spectrum  
Portola Court  
River View

Santa Clara Square  
Solana  
The Village at Irvine Spectrum  
Woodbury Court  
Woodbury Lane  
Woodbury Place  
Woodbury Square

### Excluded Communities

Aliso Town Center  
Ambrose  
Anacapa  
Baypointe  
Baywood  
Berkeley & Columbia Court  
Bordeaux  
Cedar Creek  
Centerpointe  
Cherry Orchard  
Colony  
Dartmouth Court  
Deerfield  
Esperanza  
Estancia  
Franklin Street  
The Hamptons  
Harvard & Cornell Court  
Las Flores  
Las Palmas  
Newport North  
Newport Ridge

Northwood Place,  
Northwood Park,  
Oak Glen,  
Palmeras,  
Park Place  
Park West,  
Parkwood,  
Portola Place,  
Quail Hill,  
Rancho Alisal  
Rancho Maderas  
Rancho Mariposa  
Rancho Monterey  
Rancho San Joaquin  
Rancho Santa Fe  
San Carlo  
San Leon  
San Marco  
San Mateo  
San Paulo  
Santa Clara  
Santa Maria  
Santa Rosa  
Serrano

Shadow Oaks  
Sierra Vista  
Solazzo  
Somerset  
Sonoma  
Stanford Court  
Turtle Ridge  
Turtle Rock Canyon  
Turtle Rock Vista  
Villa Coronado  
Villa Siena  
The Village Mission Valley  
Villas at Bair Island  
Solazzo  
Vista Bella  
Vista Real  
Westview  
Windwood Glen  
Woodbridge Pines  
Woodbridge Oaks  
Woodbridge Villas  
Woodbridge Willows

(iii) Higher referral fees are offered to a Referrer for referrals to specific communities, please see below.

Community	Commission	Lease Term
Promenade at Irvine Spectrum	3%	6+ Months
Redwood Place	3%	6+ Months
Villas at Playa Vista - Malibu	3%	6+ Months



Villas at Playa Vista - Montecito	3%	6+ Months
Villas at Playa Vista - Sausalito	3%	6+ Months
Promontory Point	6%	6+ Months
Villas Fashion Island	6%	6+ Months

Visit the [Broker Referral Program website](#) as a reference for participating communities and the applicable Referral Fees.

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