



Referral Partner's Agreement

I, _____, with written consent being provided by a manager or authorized designee within my company or organization, would like to be registered as an NELCDC referral partner within the NELCDC homeownership program. I understand my role as a referral partner may include but may not be limited to:

1. The inclusion of my company's name in NELCDC homeownership program marketing material such as the housing counseling work plan, program overview, or other documents placed on the website www.nelcdc.org;
2. The inclusion of my company's logo in NELCDC homeownership program marketing material referenced herein;
3. The NELCDC will indicate my name and company on a referral partner's sheet, that will be provided to all NELCDC clients once "mortgage readiness" has been obtained; and
4. I will provide excellent, quality customer service to all potential homeownership clients referred to me by the NELCDC and will do everything in my power to help the NELCDC's client meet their goal of homeownership.

As a partner, the NELCDC respects and understands certain levels of discretion. As a result, the NELCDC Executive Director, Monique Coleman or her designee will notify all referral partners via email and request permission/consent before using any names or business affiliation references outside of the referral partner's sheet, which will be a list of all partners. To the greatest extent possible, the referral partner's sheet will be created and shared with all partners before it is circulated to clients for the first time. Please note, all NELCDC clients are required to sign housing counseling disclosure forms and as a measure of protection, the referral partner's sheet will be referenced in disclosure statements to limit the likelihood of information dissemination. There may be annual verification of all information to ensure data is up-to-date.

By my signature, I agree with the aforementioned statements and hereby commit to participating as a homeownership partner with the North & East Lubbock Community Development Corporation ("NELCDC").

Print Name

Signature

Date