



1301 East Gurley Street  
Prescott, AZ 86301

## INDEPENDENT CONTRACTOR CHECKLIST

1. **THE BENEFITS OF BEING AN ERN ASSOCIATE-**  
Eighteen really good reasons why becoming an ERA Associate makes solid Professional and Financial Sense. Read and keep for your records.
2. **INDEPENDENT CONTRACTOR AGREEMENT and AFFIDAVIT -**  
Read and sign both forms (on pages #4 and #5) and return them to **ERN,LLC**. Countersigned copies will be forwarded to you. The **ANNUAL FEE** for becoming and remaining an **ERN Associate** is \$100.00 as specified in clause #2 of the agreement. Please attach a check in the amount of \$100.00 made payable to **ERN, LLC** and return it with the above completed forms when you return them to **ERN,LLC**.
3. **POLICIES AND PROCEDURES MANUAL –**  
Read and keep for your records. The last two pages are duplicates of each other but are numbered separately as page #3 and page #4. Sign and date the last page (page #4) in acknowledgement of your receipt and review of this manual and return that page (page #4 **ONLY**) to **ERN,LLC**.
4. **REAL ESTATE DEPARTMENT FORM LI-202 and INSTRUCTIONS-**  
Complete and sign the upper-more, left-hand portion of the LI-202, Salesperson/Associate Broker Change Form. **We will complete the New Employer Information Section**. Attach a check in the amount of \$20.00 made payable to the Arizona Department of Real Estate. Return the completed LI-202 form and the \$20.00 check to the **ERN,LLC**.

**5. ERN ASSOCIATE / CLIENT REFERRAL FORM-**

This is the form you will use to formally refer each specific client(s) through **ERN,LLC** to another agent for service after you have contacted your client(s) and secured their approval for same. Fill in your personal particulars in the top third of the form and your client(s) particulars in the middle third. **ERN,LLC** will forward the form to the broker and agent receiving the referral for their signatures and acceptance of the agreement. A copy of each signed and accepted referral form will then be forwarded to you. Keep this blank form as your original and make copies as necessary.

**6. ERN ASSOCIATE / AGENT INTEREST FORM-**

You should also keep this blank form as an original and make copies of it as necessary as well. This is a form with which you can either inform **ERN, LLC** of other agents who are interested in becoming **ERN, LLC** associates -or- of other full or part-time agents who might wish to receive referrals from yourself or other **ERN, LLC** associates. Either way, just fill in the particulars and send the form to us here at **ERN, LLC**. We'll take it from there, make the contacts and keep you informed of the progress.

Our mailing address is:

**ERN, LLC**  
1301 East Gurley Street  
Prescott, Arizona 86301  
ATTN: John Poggendorf, Designated Broker

If you have any questions, please contact John Poggendorf, Designated Broker of **ERN, LLC**, at (928) 777-8838.