



34 Washington Street, Suite DEC7
Wellesley Hills, MA 02481-1909
(t) 781-235-4300 (f) 781-237-1408

HAYNES MANAGEMENT INC.

COMMISSION POLICY

COMMISSION TERMS AND CONDITIONS

Registration:

Brokers must register their prospects with the Brokerage Division of Haynes Management Inc. in order to qualify for commissions. A Broker shall be deemed to have registered a prospect with the Brokerage Division of Haynes Management Inc. only when they have arranged and held a meeting to show office space offered exclusively by Haynes Management Inc. with an authorized representative of the Brokerage Division of Haynes Management Inc. Such registration shall be deemed to have terminated if for a period of ninety (90) days there is no substantial activity between the prospect and/or his registered cooperative Broker and the Brokerage Division of Haynes Management Inc.

Commission Schedule:

The Brokerage Division of Haynes Management Inc. will pay a *full commission*, based upon the following commission schedule, to the cooperating Broker that introduces and registers a tenant with whom a Lease is fully executed between the tenant and the building's owner that the Brokerage Division of Haynes Management represents.

- 5.0% of the base rent for the first lease year
- 4.0% of the base rent for the second year
- 4.0% of the base rent for the third year
- 3.0% of the base rent for the fourth lease year
- 2.0% of the base rent for the fifth lease year
- 1.5% of the base rent for the balance of the lease years of the term
to a maximum of ten (10) years

Commissions will be calculated only on the original lease term and square footage; excluding options, renewals, extensions, and additional charges. Base rent does not include additional charges for tenant electricity, escalations, or above standard fit-up charges.

COMMISSION TERMS AND CONDITIONS (Continued)

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Payment of Commissions:

A commission covering the original term of the lease is due and payable when all of the following occur:

1. Fully executed leases are delivered to both parties;
2. The Lease term has commenced;
3. Rental payments have commenced; and
4. The Tenant has taken occupancy of the leased premises.

If a signed lease is agreed to be non-operational or is voluntarily voided by mutual consent of both parties after the signature, but prior to the commencement date of the lease, there will be no commission due.

Lease Cancellation Option:

When the lease incorporates an option to cancel the lease before the end of the stated term thereof, the commission shall be chargeable in the same manner as if the lease ran to the cancellation date, and an additional commission will become payable on the remaining qualified term if and when the Tenant's cancellation right expires without having been duly exercised. In the event of a payment by the Tenant of a penalty for the privilege of canceling the lease, no commission is payable on the cancellation fee.

Stepped Rent Schedule or Free Rent Period Under Lease:

In the event of a stepped rent schedule or a rent holiday in a lease, the commission will be calculated on the basis of the total actual rental payments made in each given lease year.

**For information on available office suites listed
with the Brokerage Division of Haynes Management, Inc.
contact:**

Vida Doyle or Michael Hoban
at
781-235-4300

or visit our website at: www.haynesmanagement.com