

Cooke Real Estate School Partnership Agreement

This is the Agreement between Cooke Real Estate School Headquarters and _____ (real estate company) and _____ (broker's name) to establish a partnership to bring the real estate license programs into the broker's office. This Agreement is to establish goals, objectives and procedures for the partnership to grow and prosper.

The Broker/Owner agrees to the following:

- I. I will complete the setup process within 14 days of receiving the equipment from Cooke Real Estate School and if not I will pay to have it shipped back.
- II. I will have a network computer technician on site for the installation. For this installation I will call the school and set up the appointment for the install at least 48 hour in advance of the date and time of the installation. (Contact: Mark Jennings at 800-943-9993 or e-mail MarkJennings@CookeSchool.com at the school for this appointment.)
- III. I will set-up an alternate way for students to enter the building and have access to the classroom when no employee or agent of the broker is available.
- IV. I agree to have classes on Saturday and Sunday if scheduled.
- V. I have a full-time office staff member at the office during regular business hours.
- VI. I will e-mail two pictures of the office to frankcooke@cookeschool.com. One picture must be of the exterior of the office and the other picture to be of the interior of the office, where the class will be held.
- VII. I will provide a room that is comfortable, seats 4 or more, totally enclosed, fully furnished with tables or desk and chairs, free from any

noise or distractions, and accessible to the restrooms, fax machine and the exit of the building.

- VIII. I will provide a facility and an environment that is clean, friendly, welcoming and make sure the students have access in and out of class everyday even if it is through a lock box on a side door.
- IX. I will provide a 27-inch size color television that will be at my location before Cooke Real Estate School ships the equipment.
- X. I will provide the proper bandwidth through the Internet and a Static IP address and send all of the IP information to Cooke Real Estate School so they can review it before the equipment is shipped. Also, if at anytime we are having bandwidth problems I agree to upgrade.
- XI. I will be motivated, dedicated and geared towards the reasons I have Cooke Real Estate School and stay involved or I will assign someone these priorities.
- XII. If technical issues arise during the broadcast, I will help the school solve any technical issues.
- XIII. I will have a link put on our company website to our firm's web page on the Cooke website.
- XIV. I will give minimum of 30 days notice of cancellation if I want to cancel.
- XV. If I cancel I will allow any current students complete the course program.
- XVI. I will properly box and ship the Polycom video conference unit back to the school. The UPS shipping charges will be paid by Cooke Real Estate School.

Cooke Real Estate School agrees to the following:

- I. We will provide a television cart, marketing materials and all of the video conferencing equipment. We will ship it to you once we have reviewed your Static IP information and you have your 27-inch television on site.

- II. We have provided a link on our website www.cookeschool.com in our Info Center under "How to Set Up Your Cooke Real Estate School" with walk through/picture instructions on how to setup the equipment. After you set up the equipment, call Cooke Real Estate School @ 800-943-9993 to schedule an appointment with a technician. We provide technical support to walk you through the connection process to the Internet.
- III. We will provide yellow page advertising in your area, registration of all students as well as collection of payments. Your schedule will be posted on our website and will have a picture of your office linking to a map and your logo linking to your website.
- IV. Email logo to **frankcooke@cookeschool.com** in a jpeg file.
- V. We will provide technical support during classroom hours.

The Broker/Owner needs to provide the following information before the equipment is shipped:

How did you hear about having a Cooke School?

Company Name:

Broker Name:

Address, City, State & Zip:

County:

City Name (For Website & Schedule):

Company Phone#:

Company Fax Phone#:

Company 800 Phone Number:

After Hour Phone Number

Broker's cell#:

Broker's Email:

Broker's After Hours Home Phone:

Contact Person (person ordering books, letting students in for class & in charge of school and receiving info by fax from Cooke):

Contact's Email:

Contact's Direct #, Extension:

Contact's Cell:

Phone # for contact after hours:

Your Website Address:

Night Classes: Yes or No

Seating Available:

Interested in having Spanish Classes: Yes or No

INTERNET INFORMATION

Internet Company:

Internet company phone #:

Your account #(in case we have to call):

Work Stations in office:

Router Type:

Router Location:

Current Upstream Bandwidth:

Current Downstream Bandwidth:

Static IP Address:

Default Gateway:

Subnet Mask:

Primary DNS:

Secondary DNS:

This is the agreement between Cooke Real Estate School Headquarter, Inc. and the Broker/Owner. Cooke Real Estate School reserves the right to terminate your location at anytime if we feel it is not working out. You can do the same with a 30-day notice.

Please sign and date in the boxes below:

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Broker/Owner

date

Frank Cooke

date