



Vacation Notice

REALTOR® Name: _____

Away From: _____ **to** _____

I hereby authorize the following Ethos REALTOR® to oversee my listings and/or assist my buyers in my absence:

Stand-in REALTOR®: _____

Commission Split Arrangement:

New Business: REALTOR®: _____ % Stand-in REALTOR®: _____ %

Existing Business:

1. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

2. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

3. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

4. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

5. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

6. Client Name(s): _____

Client Phone: _____ Client Email: _____

Commission Split: REALTOR®: _____ % Stand-in REALTOR®: _____ %

(Complete and attach second form if there are more than six (6) clients)

OR, **No split arrangement on any business written or closed** (i.e. no money is changing hands).

REALTOR® confirms the following:

- Touchbase® updated to stand-in REALTOR®'s contact information.
- Cellphone voicemail updated to include vacation return date and stand-in REALTOR®'s contact information.
- Email address(s) changed to "away" status, with message including return date and stand-in REALTOR®'s contact information.
- Files on all active deals have been provided to the stand-in REALTOR®.

Dated in _____ this _____ day of _____ 20____.

REALTOR®

Stand-in REALTOR®

Ethos Management

REALTOR® COPY

STAND-IN REALTOR® COPY

OFFICE COPY