



OUTGOING REFERRAL (Referring a customer to another agent)



BUYER SELLER BOTH HOME TO SELL? Y N DATE: _____

REFERRING COMPANY _____ Lic. No. _____

ADDRESS _____

PHONE _____ EMAIL _____

REFERRING BROKER _____ Lic. No. _____

REFERRING AGENT _____ Lic. No. _____

RECEIVING COMPANY _____ Lic. No. _____

ADDRESS _____

PHONE _____ EMAIL _____

RECEIVING BROKER _____ Lic. No. _____

RECEIVING AGENT _____ Lic. No. _____

CLIENT INFORMATION

CLIENT NAME _____

CLIENT ADDRESS _____

PHONE _____ CELL _____

WORK NUMBER _____ EMAIL _____

EXPECTED MOVE DATE _____ VISIT DATE _____

NOTES _____

ACCEPTANCE

WE ACCEPT THIS REFERRAL AND WHEN THE SALE IS COMPLETED, WE AGREE TO SEND _____% OF _____ (BUYING OR SELLING) SIDE OF THE TOTAL COMMISSION. I WILL ENCLOSE A COPY OF THE SETTLEMENT STATEMENT WITH THE CHECK.

REFERRING BROKER SIGNATURE: _____

REFERRING AGENT SIGNATURE: _____

RECEIVING BROKER SIGNATURE: _____

RECEIVING AGENT SIGNATURE: _____