

**KELLER WILLIAMS REALTY
REFERRAL INFORMATION FORM**

SECTION 1 - RECEIVING OFFICE	SENDING OFFICE
TO: Agent: _____	FROM: Agent: _____
Firm Name: _____	Firm Name: _____
Address: _____	Address: _____
City/State/Zip _____	City/State/Zip: _____
Business Phone: _____	Business Phone: _____
Home Phone: _____	Home Phone: _____
Fax Phone: _____	Fax Phone: _____

SECTION 2 - SELLER INFORMATION	
Seller Name: _____	When to make initial contact: _____
Address: _____	Property address to be listed: _____
City/State/Zip _____	_____
Business Phone: _____	_____
Home Phone: _____	Additional Helpful Information: _____
Fax Phone: _____	_____

SECTION 3 - BUYER INFORMATION	
Buyer's Name: _____	New Employer: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Business Phone: _____	Position and Approximate Salary: _____
Home Phone: _____	Must home be sold first? _____
Fax Phone: _____	Company buyout? _____
Preferred Location: _____	Cash Available for Purchase and Closing Costs: _____
Size and Type of Home Desired: _____	Contact Buyer at this no. first: _____
_____	By this date: _____
Price Range: \$ _____	Expected Arrival Date: _____ Moving Date: _____
Number in Family: _____	Comments: _____
Adults: _____	_____
Children: _____ Age: _____	_____
_____ Age: _____	_____
_____ Age: _____	_____

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL	
Prospect's Name: _____	Comment: _____
Date Contacted: _____	_____
Date of First Appointment: _____	_____
WE ACCEPT THIS REFERRAL, AND WHEN THE SALE IS CONSUMMATED, WE AGREE TO SEND _____%. (OF THE GROSS COMMISSION) REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE SALE WITH THE CHECK.	

Receiving Sales Associate Signature: _____	Date: _____	Receiving Broker's Signature: _____	Date: _____
_____	_____	_____	_____

- PLEASE PHOTOCOPY FOR COPIES -

KELLER WILLIAMS REALTY REFERRAL INFORMATION FORM

1. **Sending Agent Procedures**

Contact the chosen agent to see if he or she can provide the service in which you are interested. If you do not know an agent in that Market Center, it may be necessary to speak with the Team Leader to seek assistance in selecting a receiving agent. Be sure that the agent is completely familiar with the area the customer has indicated or where you have a potential listing.

Confirm the referral fee. The customary referral fee among agents in KELLER WILLIAMS® Realty is 20% of the side of the transaction. (20% of the gross listing or selling side of the commission.

Complete your portion of the referral form and send two copies to the agent.

Give a copy of the referral form to your Team Leader.

Follow-up with the customer to make sure the agent has contacted him and is satisfied with the receiving agent.

2. **Receiving Agent Procedures**

Upon receiving the referral form, contact the customer.

Complete your portion of the referral form on each copy. Return one copy to the sending agent and retain one copy for your records. Be sure to include a copy of the contract pending file when a sale is consummated.

Give a copy to your Team Leader.

3. **Completing the KELLER WILLIAMS® Realty Referral Information Form**

SECTION 1 - RECEIVING OFFICE/SENDING OFFICE: This identifies the receiving/sending agents. This portion should be completed by the sending agent.

SECTION 2 - SELLER INFORMATION: This is used when sending out a listing referral. This portion should be completed by the sending agent.

SECTION 3 - BUYER INFORMATION: This contains data about the customer. It should be completed by the sending agent.

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL: This should be completed by the receiving agent and returned to the sending agent.