

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: _____	Additional Helpful Information: _____
Business Phone: _____	
Home Phone: _____	
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 -

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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.

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.

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.