

AGENT REFERRAL

Date Sent: / /

FAX TO RECEIVING AGENT

FROM REFERRING AGENT

Attention:	Agent/Rep:
Company:	Company:
Location:	Location:
Fax No: ()	Fax No: ()
Phone No: ()	Phone No: ()
Email:	Email:

REFERRAL DETAILS Clients are Prospective: Sellers Buyers

Surname:	First Name(s):
Address:	

Contact Details:

(H)	(W)	Fax:	Mobile:
		Email:	

CLIENT'S REQUIREMENTS

CURRENT TRANSACTION DETAILS (if any)

Copy of Contract Following: Yes No Not Applicable

SUGGESTED ACTION BY RECEIVING AGENT

It is agreed that the referral fee will be \$..... to the Receiving Agent and \$..... to the Referring Agent, or.....

Signature of Referring Agent: Dated:...../...../.....

Signature of Receiving Agent: Dated:...../...../.....

FROM RECEIVING AGENT (FAX BACK TO REFERRING AGENT WITHIN 2 BUSINESS DAYS)

- We accept this referral which will be serviced by: _____ (Sales Representative)
- We decline this referral for the following reasons: _____
- We cannot service this referral and suggest referral to: _____

RECEIVING AGENT TO COMPLETE and SEND TO REFERRING AGENT UPON SETTLEMENT

ADDRESS OF PROPERTY:

Referral Date	Sale Price	Agent's Selling Fee	Your Share (Attached)
...../...../.....	\$	\$	\$