ORIGINATING BROKERAGE

Company _____ Broker of Record _____
Address _____ City _____ State ____ Zip _____
Company License # _____ Federal Tax I.D. # _____
Referring Agent _____ Phone _____ Fax _____
E-Mail _____ Alternate Phone _____

RECEIVING BROKERAGE

Company _____ Broker of Record _____
Address _____ City _____ State ____ Zip _____
Company License # _____ Federal Tax I.D. # _____
Referring Agent _____ Phone _____ Fax _____
E-Mail _____ Alternate Phone _____

CLIENT INFORMATION

Name(s) _____
Address _____ City _____ State ____ Zip _____
Home Phone _____ Work Phone _____ E-Mail _____
Initial Referral Status of Client: ❑ Buyer   ❑ Seller   ❑ Other _____
Preferred Time & Method of Contact: _____
Comments: _____

REFERRAL CONDITIONS

1. _____ (Referral Fee) will be paid by Receiving Brokerage to Originating Brokerage at closing or as soon thereafter as reasonably possible **on any and all transactions with the above Client,** upon receipt of commission by Receiving Broker, subject to the conditions and during the term stipulated herein.
2. The term of this referral shall commence on the date of execution by both brokerages and shall end on the later of _____, 20____, or, if a transaction is pending with Client on said date, the closing of such transaction.
3. In the event Receiving Broker is unable or unwilling to service the client, Receiving Broker shall immediately notify Originating Broker and shall not refer the Client to any other broker.
4. Originating Broker will furnish Receiving Broker a completed W-9 form as a condition of payment.
5. Along with payment of the Referral Fee Amount, Receiving Broker will furnish Originating Broker a HUD-1 Settlement Statement or the customary closing or settlement statement used in Receiving Broker's market.
6. Originating Broker (check one)   ❑ is referring Client exclusively to Receiving Broker; or
   ❑ reserves the right to refer Client to other brokers.
7. Originating Broker (check one)   ❑ is or ❑ is not aware that Client is represented by a relocation firm. In the event the Receiving Broker is required to pay a fee to a Client's Relocation Company as a condition of Client's relocation benefits, the Referral Fee amount stipulated in Article 1 above shall be reduced commensurately. If the fee to the Client's Relocation Company is equal to or greater than the Referral Fee amount in Article 1 above, then no Referral Fee shall be due from Receiving Broker to Originating Broker on that transaction.
8. Originating Broker (check one)   ❑ has or ❑ has not received the Client's permission to initiate this referral.
9. It is mutually understood and agreed that no amendments or alterations in the terms of this agreement shall be valid or binding unless made in writing and signed by the parties hereto.

Acknowledged and accepted:

ORIGINATING BROKER: **RECEIVING BROKER:**

_____   _____
Broker of Record   Date   Broker of Record   Date

_____   _____
Referring Agent   Date   Receiving Agent   Date