

REFERRAL INFORMATION FORM: RENTALS

SECTION 1 - RECEIVING OFFICE **SENDING OFFICE**

To: _____
 Firm Name: _____
 Address: _____
 City/State/Zip: _____
 Business Phone: _____
 Home Phone: _____
 Fax Phone: _____

From: _____
 Firm Name: _____
 Address: _____
 City/State/Zip: _____
 Business Phone: _____
 Home Phone: _____
 Fax Phone: _____

SECTION 2 - LANDLORD INFORMATION

Landlord Name: _____
 Address: _____
 City/State/Zip: _____
 Business Phone: _____
 Home Phone: _____
 Fax Phone: _____

When to make initial contact: _____

 Additional Helpful Information: _____

SECTION 3 - TENANT INFORMATION

Tenant Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Home Phone: _____
 Fax Phone: _____
 Preferred Location: _____
 Size and Type of Apartment Desired: _____

 Price Range: \$ _____
 Number in Family: _____ Adults _____ Children
 Children Ages: _____

Contact Tenant at this number first: _____
 by this date: _____
 Expected Arrival Date: _____ Moving Date: _____
 Comments: _____

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL

Prospect's Name: _____
 Date Contacted: _____
 Date of First Appointment: _____

Comment: _____

WE ACCEPT THIS REFERRAL, AND WHEN THE RENTAL 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

 KWGC Broker's Signature Date

REFERRAL INFORMATION FORM

1. Sending Agent Procedures

- a. 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.
- b. Confirm the referral fee. The customary referral fee amongst agents in KELLER WILLIAMS Realty Gold Coast is 20% of the side of the transaction. (20% of the gross listing or selling side of the commission)
- c. Complete your portion of the referral form and send two copies to the agent.
- d. Give a copy to your Team Leader.
- e. Follow-up with the customer to make sure the agent has contacted him/her and is satisfied with the receiving agent.

2. Receiving Agent Procedures

- a. Upon receiving the referral form, contact the customer.
- b. 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.
- c. Give a copy to your Team Leader.

3. Completing the KELLER WILLIAMS Realty Gold Coast 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 - LANDLORD INFORMATION: This is used when sending out a rental listing referral. This portion should be completed by the sending agent.

SECTION 3 - TENANT 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.