

# RE/MAX AGENT REFERRAL FORM



## Receiving Agent Information

Agent Name: \_\_\_\_\_  
 Office Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

## Sending Agent Information

Agent Name: \_\_\_\_\_  
 Office Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Referring Office Tax ID Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

## Client Information

Name: \_\_\_\_\_ Current Home Phone Number: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Current Work Phone Number: \_\_\_\_\_  
 City: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 State/Prov: \_\_\_\_\_ Number of Adults in move: \_\_\_\_\_  
 Country: \_\_\_\_\_ Number of Children in move: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_ Next Date of Home Finding Trip: \_\_\_\_\_  
 Expected Move Date: \_\_\_\_\_

## Current Property Information

Client is a: \_\_\_\_\_ Estimated property listing price: \_\_\_\_\_ Must clients sell first: \_\_\_\_\_  
 Has client been pre-qualified? \_\_\_\_\_ Lender Information: \_\_\_\_\_  
 Reason for move: \_\_\_\_\_

## Desired Property Information

Price Range: \_\_\_\_\_ Est. Down Payment: \_\_\_\_\_ Desired Monthly Payment: \_\_\_\_\_  
 Preferred Home Style: Single Family Home \_\_\_\_\_ Condo/Town Home \_\_\_\_\_ Other \_\_\_\_\_  
 Number of Bedrooms: \_\_\_\_\_ Number of Baths: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
 Familiar with the area: \_\_\_\_\_ Preferred Area: \_\_\_\_\_  
 School Requirements: Elementary \_\_\_\_\_ Jr. High \_\_\_\_\_ Sr. High \_\_\_\_\_ College \_\_\_\_\_  
 Additional Requirements: \_\_\_\_\_

## Referral Agreement Details

By signing this form as the receiving agent, \_\_\_\_\_, agrees to have his/her broker-in-charge pay an agreed upon referral fee of: \_\_\_\_\_% or \$ \_\_\_\_\_ flat fee, to the sending agent's broker-in-charge, for the benefit of the sending agent, \_\_\_\_\_.

Percentage-based referral fees will be based on commissions earned on the:

Listing side  Selling side  Other (please specify) \_\_\_\_\_

Sending Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receiving Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature (if required\*): \_\_\_\_\_ Date: \_\_\_\_\_

\* For clients entering or re