



# REAL ESTATE AMERICA



## REFERRAL (IN-COMING)

Accepting Agent: \_\_\_\_\_ Agent , Date: \_\_\_\_\_

Accepting Office: Real Estate America

Main Office #: 301-840-2288 ----- Fax #: 301-926-0501

Referring Agent: \_\_\_\_\_ Agent #: \_\_\_\_\_

Referring Office: \_\_\_\_\_

Office phone #: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax #: \_\_\_\_\_



Customer type: \_\_\_\_\_ Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Renter \*\*\*\*\* WHEN: \_\_\_\_\_

Client/Customer: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: Home \_\_\_\_\_ Cell \_\_\_\_\_

Office \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail: \_\_\_\_\_

Comments: \_\_\_\_\_

This letter is to confirm our acceptance of the referral arrangement on the above referenced client/customer. In accepting this referral, we have agreed to a \_\_\_\_\_% listing/selling/buying/rental Referral fee to be paid when the transaction has settled.

Real Estate America and \_\_\_\_\_ (Sales Agent) will give this referral prompt, courteous, and professional service.

Please feel free to contact us about the transaction.

Please sign and return a copy, keeping the original for your files.

Thank you for your business.

Signature of Referring Agent \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Referring Manager: \_\_\_\_\_ Date: \_\_\_\_\_



Signature of Accepting Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Accepting Manager: \_\_\_\_\_ Date: \_\_\_\_\_