

Your Company Name
Your address
Your Phone number/fax/email etc.

REFERRAL SHEET

The following information should be completed and faxed to Your Company Name when a Realtor is referring a client interested in a rental property, rent with option to buy or in leasing their property .

Referring Agent: _____ Phone: _____

Real Estate Office: _____ Fax: _____

Address: _____ Date of Referral: _____

REFERRAL INFORMATION:

Name(s): _____

Address: _____

Phone: _____ (day) Phone: _____ (evening)

Referral is a Prospective...

- _____ **Tenant**
- _____ **Landlord**
- _____ **Other** _____

Please give us a little information on the prospect's needs or situation:

A referral fee of \$200.00 will be paid to the above agent/broker when a contract/lease is signed.

Your Company Name, acknowledges receipt of this referral and agrees to pay referral fee at time signed contract/lease is secured:

Your Company Name - Representative or Assigns