

## REFERRAL INFORMATION FORM

SECTION 1 - RECEIVING OFFICE	SENDING OFFICE
TO: Agent: Aaron Rice	FROM: Agent:
Firm Name: Keller Williams Realty Baltimore	Firm Name:
Address: 2936 O'Donnell St.	Address:
City/State/Zip: Baltimore MD 21224	City/State/Zip:
Business Phone: 410-342-4444	Business Phone:
Cell Phone: 443-244-0051	Home Phone:
Fax Phone: 410-630-1032	Fax Phone:

SECTION 2 - SELLER INFORMATION	
Seller Name:	When to make initial contact:
Address:	Property address to be listed:
City/State/Zip:	
Business Phone:	
Home Phone:	Additional Helpful Information:
Fax Phone:	\$50k-\$100k = 5% referral fee \$101k-\$200k = 10% referral fee \$201k-\$300k = 15% referral fee \$301k-\$500k = 20% referral fee \$500k - \$999k = 25% referral fee \$1M+ = 50% referral fee

SECTION 3 - BUYER INFORMATION	
Buyer's Name:	New Employer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Position and Approximate Salary:
Home Phone:	Must home be sold first?
Fax Phone:	Company buyout?
Preferred Location:	Cash Available for Purchase and Closing Costs:
Size and Type of Home Desired:	Contact Buyer at this no. first: By this date:
Price Range: \$	Expected Arrival Date: <span style="float: right;">Moving Date:</span>
Number in Family:	Comments:
Adults:	
Children: <span style="float: right;">Age:</span>	
<span style="float: right;">Age:</span>	
<span style="float: right;">Age:</span>	

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL	
Prospect's Name:	Comment:
Date Contacted:	
Date of First Appointment:	
WE ACCEPT THIS REFERRAL, AND WHEN THE SALE 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: <span style="float: right;">Date: / /</span>	Sending Sales Associate Signature: <span style="float: right;">Date: / /</span>
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