kw of CENTRAL PA
KELLERWILLIAMS.

REFERRAL CHECKLIST

These are the following forms you will need for each stage of your transaction. You can search for these forms in DocuSignCommand also has the same checklist items

In DocuSign, click ADD > DocuSign forms. Next select DocuSign Forms Group. It will then populate form groups. In the Select Group option, select Seller Forms. It will have all these needed forms as listed below

When sending a referral outside

- ❏ Provide them our W9 (Located under Frequently Used Forms)
- ❏ Referral Form (located in DocuSign Forms called PAR Referral Agreement (Buyer or Seller) and also under Frequently Used Forms on kwagentportal)