

Referral Submission Form

Send us your buyer or seller. We handle the rest.

Fill this out, sign it, and email it to refer@cltreferral.com. We'll place your client with a qualified agent and keep you posted through closing. Questions? Call or text 803-724-4477.

1 Referring Agent

AGENT NAME	LICENSE # / STATE	DATE OF REFERRAL
PHONE	EMAIL	

Referring agent must be affiliated with Charlotte Area Referral Group Exchange.

2 Client Information

CLIENT 1 NAME	PHONE	EMAIL
CLIENT 2 NAME (IF ANY)	PHONE	EMAIL

3 Transaction Details

CLIENT IS

☐ Buying
 ☐ Selling
 ☐ Buying & Selling
 ☐ Investor

PROPERTY ADDRESS OR TARGET AREA	PRICE RANGE	TIMELINE

ANYTHING THE AGENT SHOULD KNOW

Rental referrals are not accepted.

4 Referral Type & Payout

REFERRAL TYPE

☐ Local: Greater Charlotte market (33%)
 ☐ Out-of-market, out-of-state, or international (25%)

How your payout is calculated

Your referral compensation is **33%** (local) or **25%** (out-of-market) of the gross commission earned by the receiving firm on this transaction, excluding bonuses and client-paid broker or admin fees. The firm keeps a **10% processing fee**, and you receive the other 90% by direct deposit after closing, once the firm is paid.

*Example: \$9,000 receiving-firm commission × 33% = \$2,970 – 10% processing fee (\$297) = **\$2,673 to you.***

5 Terms

- This referral is valid only if the client has not already engaged or signed with another agent.
- Compensation is earned only if the referred transaction closes and the firm receives payment. If it does not close, nothing is owed.
- Local referrals are placed first with a qualified agent at our affiliated brokerage, United Real Estate Queen City (Tri-Becker United, LLC). The firm is not required to use an agent suggested by the referring agent.
- Updates will be passed along to you as the receiving agent provides them. Do not contact or service the client directly once referred.
- This referral is subject to the Independent Contractor Agreement and all applicable state real estate laws. Any dispute will be addressed first through good-faith negotiation, then mediation, before any other legal action. Changes must be in writing and signed by both parties.

6 Signatures

By signing, the referring agent confirms they have read, understand, and agree to these terms.

REFERRING AGENT SIGNATURE

DATE

BROKER-IN-CHARGE SIGNATURE

DATE

For office use only

RECEIVED BY

DATE RECEIVED

PLACED WITH AGENT / FIRM