

# ONWARD HOLDING & REFERRALS

## REFERRAL INFORMATION FORM

SECTION 1 - RECEIVING OFFICE	SENDING OFFICE
TO: Agent:	FROM: Agent:
Firm Name:	Firm Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:

SECTION 2 - SELLER INFORMATION	
Seller Name:	When to make initial contact:
Address:	Property address to be listed:
City/State/Zip:	
Business Phone:	
Cell Phone:	Additional Helpful Information:

SECTION 3 - BUYER INFORMATION	
Buyer's Name:	Must home be sold first?
Address:	Company buyout?
City/State/Zip:	
Business Phone:	Contact Buyer at this no. first: By this date:
Cell Phone:	Expected Arrival Date:                      Moving Date:
	Comments:
Preferred Location:	
Size and Type of Home Desired:	
Price Range: \$	
Number in Family:	
Adults:	
Children:                      Age:	
Age:	
Age:	

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL
<p><b>WE ACCEPT THIS REFERRAL, AND WHEN THE TRANSACTION IS CONSUMMATED,</b></p> <p><b>WE AGREE TO SEND <span style="background-color: yellow;">      </span> %. (OF THE GROSS COMMISSION) REFERRAL FEE.</b></p> <p><b>WE WILL ENCLOSE DETAILS OF THE SALE WITH THE CHECK.</b></p>

Receiving Managing Broker Signature:                      Date:    /    /	Receiving Broker's Signature:                      Date:    /    /
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# ONWARD HOLDING & REFERRALS REFERRAL INFORMATION FORM

## 1. **Completing the Onward Holding & Referrals Information Form**

**SECTION 1 - RECEIVING OFFICE/SENDING OFFICE:** This identifies the receiving/sending agents. This portion should be completed by the sending agent.

**SECTION 2 - SELLER INFORMATION:** This is used when sending out a listing referral. This portion should be completed by the sending agent.

**SECTION 3 - BUYER INFORMATION:** This contains data about the customer. It should be completed by the sending agent.

**SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL:** This should be completed by the receiving agent and returned to the sending agent.